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Student Handbook

DANCE DEPARTMENT

2020-21

Dance Department Student Handbook

This resource is intended for use by students and parents/guardians as it contains much of the information regarding our departmental policies and grading practices that govern the classes and program activities in Dance. All classes within the Dance Department abide by all school wide policies, in addition to those covered in this document. Additional information may be found in the SPCPA Student Handbook. Contents are subject to change.

For the safety and health of everyone in the SPCPA community everyone must closely follow all COVID-19 related procedures.

All school policies include, but are not limited to:

- Do not come to school if you are experiencing any COVID-19 related symptoms.
- Masks must be worn indoors at all times.
- Maintain a minimum of 6' of distance between people.
- Wash and/or sanitize your hands frequently.

There will also be a number of Wilkins studio specific guidelines, including but not limited to:

- Use the newly designated exit whenever possible.
- Wear movement clothes to school to avoid using the Wilkins dressing rooms when possible.
- Bring a refillable water bottle from home (there will be no drinking fountain at Wilkins).
- Bare feet won't be allowed in the studios, ask your instructor what footwear is suggested for each class.
- Follow all in studio policies laid out by your instructors (stay in your designated dancing area, place your belongings in your designated location, use hand sanitizer, etc).

SPCPA's CORE ARTS VALUES

The following are the Saint Paul Conservatory for Performing Artists' (SPCPA) core arts values. These values help guide the Program in Dance's instructional and programmatic activities.

TRAIN: SPCPA educates and trains future practitioners of the arts.

DISCOVER: SPCPA promotes individual discovery within the collaborative spirit of the performing arts.

LEARN: SPCPA stimulates and sustains interest in dance, music, and theatre as a source of truth and insight into the human condition.

CREATE: SPCPA constructs a creative environment where artistic risks may be safely taken and where creators take responsibility for their vision.

EXPLORE: SPCPA encourages students to use their physical, sensory and intellectual potential to explore ideas and raise questions.

DANCE PROGRAM OVERVIEW

At SPCPA, we believe movement is an essential form of communication and a powerful mode of expression that is aesthetically, physically, and artistically diverse in form, meaning, and interpretation. The Program in Dance at SPCPA prepares students for the varied demands of classical and contemporary performance and choreography. Distinguished by a student population with a devoted, professional work ethic; a community-oriented sensibility; and a sense of constructive play, our program cultivates thoughtful, skilled dance artists who view themselves as creative agents in and of the world and approach their training and art-making with a seriousness of purpose. To achieve this, students are led through their performing arts education by professional dance artists who work with them to achieve their artistic and academic goals.

STATEMENT ON ANTI-RACISM

We, the Dance Department faculty, are committed to creating an Anti-Racist Dance program informed by intersectionality. We acknowledge that racism exists in the dance world, both in training and performance, and that whiteness has been centered for far too long. We recognize that we will all be coming to this work with different levels of experience and comfort, but we are committed to an ongoing investigation of our teaching tactics and policies, creating a Dance training program not for the world as it is but for the world as we want it to be.

LAND ACKNOWLEDGEMENT

We collectively acknowledge that Saint Paul Conservatory for Performing Artists is located on the traditional, ancestral, and contemporary lands of Indigenous people. SPCPA resides on land that was cared for and called home by the Dakota and Anishinaabe people, and other Native peoples from time immemorial. This land holds great historical, spiritual, and personal significance for its original stewards, the Native nations and peoples of this region. By offering this land acknowledgment, we affirm tribal sovereignty and will work to hold SPCPA accountable to American Indian peoples and nations.

STATEMENT ON EQUITY AND INCLUSIVITY

Each of us comes from a different background and environment, which informs who we are as individuals. We acknowledge that dance institutions have historically been shaped by white patriarchal systems that have suppressed the voices of LGBTQ+, women, and marginalized individuals, in addition to those of BIPOC. As educators, we will strive to create a curriculum that embraces and represents a range of identities, voices, and approaches to dance. We're excited to create educational structures that will prepare you for the dance world of today and give you the history, skill, and space for you to reimagine and transform dance for the future.

CURRICULUM

There are 4 pillars that comprise the foundations of our curriculum within the Dance Program at SPCPA.

1. **Physical Practice:** Students engage in the daily practice of dance, working towards a high-level of physical execution in a variety of forms. Students in Dance will train in a range of movement practices including, but not limited to: Classical and Contemporary Ballet, Jazz, Tap, Breaking, Funk Styles, Classical Modern, Vogue, Post-Modern, West African, and Dance Improvisation.

2. **Choreographic Practice / Dance-Making:** Students will garner and practice skills related to dance-making. Through the creative practice students begin to form a budding choreographic and artistic identity, and experience the art and thinking related to translating creative ideas into body-based choreographic expression.

3. **Repertory / Performance:** SPCPA dance students actively participate in the creative process of dance professionals through rehearsing and performing original and/or re-staged dance works. Through the rehearsal and performance process students gain exposure to myriad ways of dance-making, and practice the performative, collaborative, and physical demands that accompany a professional rehearsal and performance environment.

4. **Dance Studies:** Students learn about the historical, analytical, and contextual dimensions of dance as a cultural and artistic form. In dance studies classes, students practice the skills

necessary to articulate their thoughts and understanding of dance through written and verbal expression, and are able to place dance in larger socio/historical/cultural frameworks.

TACTILE TEACHING In the course of teaching dance some instructors may occasionally use touch as a way to communicate ideas. Verbal consent will always be asked for before an instructor touches a student. There may also be instances when student to student proximity or physical contact is a part of classwork and choreographic/creative work. Instructors will proactively explain any instances where proximity or physical contact is asked for and will teach/encourage students to engage in creating a culture of consent in all activities. If any student does not wish to engage in physical contact at any time for any reason they should tell their instructor and alternative accommodations will be made. **NOTE: For the foreseeable future due to COVID-19 there will be no physical contact in the dance department.**

DEPARTMENTAL EXPECTATIONS

The following are the general departmental expectations to which we hold our students accountable while in class and/or participating in any SPCPA-related arts activity. Our expectation is not that every student will go on to become a professional dance artist, but that they will bring their unique selves to the work of dance training.

Responsibility: Students hold themselves to a high-level of personal discipline. Students learn how to engage with dance as a budding professional-level working artist so that they are equipped to handle and thrive in professional arts settings.

Participation & Effort: A cornerstone of dance training is its regular physical practice and engagement. Students are expected to be in class and participate in all class activities with energy and commitment.

Joy & Curiosity: Being curious about ourselves, each other, and the world is essential for artists. In the dance department we encourage students to approach dance with a joyful curiosity and a rigorous sense of play.

Community: Dance training is a communal act. Students develop ways to collaborate with each other and with faculty, creating a community of dance learners and teachers.

POLICIES FOR TAKING CLASS

While each instructor may have their own teaching and classroom management style, the following studio policies are in effect for ALL classes at Wilkins:

- Pay attention to what is happening in the room and participate in the class culture.
- Do not talk while your peers or teacher are talking.
- Address your teachers and peers the way they would like to be addressed.
- Dancing and making art can be vulnerable - afford your teachers and peers the same

respect you would like to receive.

- Refrain from spraying any strong-smelling perfumes, scents, body sprays or colognes while in the studios; many people have scent sensitivities or allergies.
- Do not apply lotion directly prior to dancing on the floor.
- All items should be stowed in your backpack and out of sight.
- Cell phone/Media/Sound Devices/Portable Speakers, etc are not allowed without Instructor permission.
- Do not leave the studio without permission.
- Do your best to use the restroom before or after class, if you do need to use the restroom during class, check in with your teacher and follow the Wilkins restroom protocol.
- Do not photograph or video/audio record the teacher or your peers in any capacity without explicit consent and permission.

CLASS SECTIONS

Class sections in the Dance Department are designed in an effort to create cohesive, productive classroom communities. Students will be placed into classes based on this goal, taking into account their artistic and technical level, as well as the larger makeup of the classes. Academic needs may also occasionally influence class placement. The Chair of the Dance Department, in coordination and consultation with members of its dance faculty, will make decisions about section enrollment. **We make every effort to place students in classes that will challenge them, and best serve the learning community as a whole.**

If students have questions about placement decisions, they should contact Sam Johnson at johnsons@spcpa.org.

DEPARTMENT DRESS CODE

Students are expected to dress in accordance with our department dress code and per their instructor's guidelines. Students are welcome to dress in accordance with their gender identity and expression. All dress codes are created to facilitate learning, whether that is so an instructor can see the movement clearly, so that the form can be executed properly, or for safety. If you have any problem complying to any element of the dress code please speak with your instructor or with Sam Johnson and we can work out a solution.

FOR ALL CLASSES:

Wear comfortable clothes that you can move in: sweatpants, leggings, t-shirts, tank tops, leotards, socks; unless the dress code for a class specifies something different.

- Wear your hair off your neck and out of your face
- No short shorts or skirts
- No Jeans or other movement inhibiting pants
- Avoid dangly earrings, necklaces and bracelets

- Exposed midriffs or low-cut leotards and shirts are unacceptable
- Exposed undergarments and brassieres are unacceptable
- No hats are to be worn in dance classes

Discipline Specific Variations:

FOR TAP: Tap shoes. The department has a very limited number of tap shoes that we will loan to students for the semester on a first come first serve basis. If you are able to provide your own tap shoes please do.

FOR JAZZ: Jazz shoes or socks

FOR BREAKING, FUNK STYLES and VOGUE: Tennis shoes that *have not been worn on the street and do not make any scuffs or marks on the studio floors (no boots)*. Knee pads are recommended (for Breaking and Funk Styles)'.

FOR BALLET:

Option 1: Pink, black or flesh ballet shoes, pink or black tights worn under the leotard (footed or not footed), solid colored leotard.

Option 2: Pink, black or flesh ballet shoes, black solid leggings, black capris or black shorts that come to just above the knee (skin tight, no loose pants), solid close fitting shirt or tank top or leotard. *No shorts over leotard and tights, baggy clothes, hair in face, socks, skirts, legwarmers, sweatshirts

Some additional notes regarding Dress Code/ Dance Attire:

- Keep in mind that students will be moving and sweating in class; please dress appropriately, bring a change of clothes if needed, and be sure to wear deodorant and shower regularly.
- SPCPA dance students are expected to present themselves in respectful and appropriate ways. Not adhering to the dress code will negatively impact a student's grade in class. Instructors reserve the right to request that students change clothes if they feel it is inappropriate or not in alignment with dress code policy.
- Students should ALWAYS assume that they will be moving in ALL of their classes every day and come prepared and dressed for class activities.
- For classes with specific footwear (such as breaking or tap dance), it is imperative that they do not scuff or damage the studio floors; in these cases, faculty will ask students to remove such items.
- Changing into and out of dance attire can only occur in designated changing areas and not in any studio, classroom, or other common areas.
- Clothing items can be purchased at a number of resources, including, but not limited to the shops listed below. Be sure to ask if these retailers offer a discount for SPCPA students.
 - Blendz Apparel (online) Dance apparel in a wide range of skin tones. <https://blendzapparel.com>
 - Grand Jeté (St. Paul) : <http://www.grandjete.com>
 - Step 'N Stretch (multiple MN locations) : <http://www.stepnstretch.com/>
 - Discount Dance Supply (online only) : <https://www.discountdance.com/>

- Target, or any clothing or thrift store (tennis shoes, pants and shirts)

If you need any assistance to obtain dance attire please visit the Wilkins front desk.

FACILITY USE POLICIES: Dance Studios.

- Food and beverages are expressly prohibited in the Wilkins studios -- **many people have food allergies**. Water is OK provided that it is in a sealable, shatterproof container such as a plastic water bottle.
- Absolutely no gum or candy is allowed in the studios
- Do not touch or use the stereo or media equipment without faculty/staff permission and supervision
- Do not touch the curtains in Wilkins 4 without faculty/staff permission and supervision.
- Students may not move or use the pianos or other instruments without express permission from and supervision by Instructors or Staff
- Please pick up after yourself; leave both the studios and common areas cleaner than you found them

FACILITY USE POLICIES: Common Spaces

- There is no eating anywhere in the Wilkins building. Students should eat their lunches either outside or in the Lowry lunchroom.
- Do not watch or observe other classes through open doors or windows; be respectful of other classes
- Use the escalator in its intended and appropriate way
- Do not use the elevator unless with permission
- No defacing of any Wilkins property, equipment, or space
- Students cannot “hang out” at Wilkins unless they have class in the immediate future and/or are taking lunch during their scheduled lunch time per SPCPA guidelines unless with special permission by faculty and with faculty supervision

ATTENDANCE POLICIES AND PROCEDURES

Students are expected to be in class on time and on a regular basis. Absences will affect a student's grade. The Dance program follows all SPCPA school policies regarding attendance and tardiness. For more information on school policies, please see the SPCPA Student Handbook.

PARTICIPATION

It is EXPECTED that students will engage and participate in all of their classes with equal enthusiasm and effort. Sitting out or observing class is not allowed except in extenuating circumstances and/or with parent/guardian permission. Outside coursework/ homework may not be worked on during students' arts classes. Students who decline participation in class

activities without a valid excuse will receive 0 of their daily 5 points for the day and are ineligible to complete a make-up assignment for this class period; in these instances they will not be allowed to participate in their subsequent arts class within the same day as well, if applicable.

PREPAREDNESS

Dance training is physically and mentally taxing. Students should make every effort to come to class fully prepared with proper dance attire, having eaten before class, and gotten enough sleep. Students cannot use class time to eat unless due to a medical reason.

ARRIVING LATE AND PARTICIPATION

Students arriving late to class must check in with their Instructor (after obtaining a tardy pass from the Wilkins front desk) to see if they are still allowed to participate in class activities. In such instances where a student has arrived too late to safely participate in class activities, they will be allowed to complete an in-class observation activity, and be eligible to complete a make-up assignment (if lateness is due to an excused reason).

PREDICTED EXTENDED ARTS ABSENCES (PEAA CONTRACT)

For absences of more than 3 days in succession due to a valid recurring arts absence, obtain a contract from the Dean. Students with an Arts Approved absence are exempt from doing make up work.

EARLY RELEASES

Students leaving with more than one-half hour left of class time for an excused reason may be responsible for completing make-up work to receive full Daily 5 points for that day.

DANCE PROGRAM TARDY POLICY

Students will be fully dressed, prepared for class and ready to dance on the dance floor at the time class begins. Students who are not on the dance floor will be considered tardy and will lose one of their daily five points. The Dance department follows all SPCPA school-wide attendance policies, including tardiness. In the event a student is tardy, they should get a tardy pass from the Wilkins Front Office and report to their classroom/teacher. Once in class, they can obtain permission to get changed for class by signing out and with the bathroom pass.

ILLNESS

If a student has any COVID-19 related symptoms, no matter how severe, they should not attend school. If symptoms develop while at school the student will be quarantined and a parent/guardian will be called. Students will not be required to complete a make-up assignment for absences due to COVID-19.

It is expected that if students are in attendance at school, they will be dancing and participating in their arts classes. Students who are too ill to participate in their dance classes

even with modifications will be asked to return to the Lowry main desk to make arrangements to return home.

INJURY

It is a priority for the SPCPA Dance Program that dancers learn to take good care of their bodies and that they are proactive when injuries occur. Dancers are expected to:

- Take responsibility for the health and safety of their bodies
- Be vigilant regarding injuries and practice safe training practices
- Inform your teachers at the onset of an injury
- Do what you can in class and listen to your body
- Work with your teacher to modify movement in class
- Follow instructions from their trainers, doctors, and faculty

Should a student be unable to dance even with modifications on a particular day due to injury, a parent/guardian may call the Attendance Hotline to excuse their child from physical participation on that day at 651-222-3200. For more information, please see the section on OBSERVING CLASS.

It is assumed and expected that if a student is on medical restrictions at SPCPA that they will be practicing equal accommodations/rehabilitation at any after school/ extra-curricular dance activities. In order to facilitate recovery from an injury safely and completely, it may be necessary to adjust a student's class placement during the injury.

GRADING

Students receive a grade in each of their dance classes that reflects in their GPA. The Dance Program does everything it can to ensure that grades are given in an objective manner, although dance is a form that does lend itself to some amount of subjectivity. Students will be assigned points for each assessment, class period, and/or assignment. Rubrics (grading guidelines) may be provided for assignments. The following grading scale will be used to assign a letter grade at the end of the term:

GRADE SCALE

A 93-100% = 4.00 C 73-76.9% = 2.00 A- 90-92.9% = 3.66 C- 70-72.9% = 1.66 B+ 87-89.9% = 3.33 D+ 67-69.9% = 1.33 B 83-86.9% = 3.00 D 63-66.9% = 1.00 B- 80-82.9% = 2.66 D- 60-62.9% = 0.66 C+ 77-79.9% = 2.33 F Below 60% = 0

While every effort is made to manage and administer accurate grading by teachers, it is also the responsibility of students to keep track of make-up assignments, adherence to deadlines, and regularly check Infinite Campus to monitor class progress, attendance, and accuracy.

If you would like to see your grade at any time or have any questions about your grade, please set up a time to speak with your teacher respectfully. Grades in Infinite Campus (the online grade management system) will be updated a minimum of every two weeks by Instructors. Parents/ Guardians of students receiving a grade of D- or below will be contacted

to give them notice.

DAILY FIVE

The bulk of a student's grade is determined by a daily point system called the "Daily 5" (up to 100% weighted) in which students can earn up to 5 points in each of their dance classes.

Points are earned in accordance with general course expectations, adherence to dress code policy, attendance, and class conduct.

Students can receive up to 5 points for every class. Points are given as follows:

- 1 point for Punctuality: Student is on time and ready to take class
- 1 point for Appropriate Dress: Student is appropriately dressed in accordance with SPCPA Dance Department dress code
- 3 points for Participation and Class Conduct: Student is actively engaging and participating in class activities; they are striving to grow and improve through their participation, focus, attitude, and commitment. Student is also contributing positively to the classroom environment; they are not purposely derailing other's experiences or impeding their work.

WRITTEN WORK AND/OR PERFORMANCE GRADES

A student's grade may also be based on other assignments, quizzes, and/or projects. In these instances, rubrics, grading criteria and other detailed information will be distributed in class. Faculty members will note these instances in their class syllabi.

MAKE-UP ASSIGNMENTS

The bulk of a student's grade is comprised of their participation and effort made in each of their classes every day. However, students are eligible to complete a make-up assignment for excused absences from their dance classes to recover Daily 5 points. Students can find make-up assignment instructions on the following URL:

<https://sites.google.com/spcpa.org/spcpa-dance/> and/or ask their instructor. Students have two weeks from the date of an absence to turn in a make-up assignment for credit.

ASSIGNMENTS TURNED IN AFTER THIS TWO- WEEK PERIOD WILL NOT BE ACCEPTED. If your make-up follows the stated guidelines from your teacher and is well executed, you will receive 5 out of 5 Daily Five points for the class you missed. All make-ups will be graded. Examples of make-up assignments from the past have been:

- Going online and watching an excerpt of a dance work and writing about it
- Making a short video and showing it to their teacher
- Interviewing a performer or choreographer
- Researching and writing about a specific style or technique in dance
- Writing an Artistic Statement
- Reading a Dance Review from the New York Times and summarizing it

Please be sure you are following the directions and correct make-up assignment instructions outlined by your teacher. These assignments cannot be replicated for each missed class.

Please be sure to indicate your name, the date(s) of the classes you missed and the name of the class(es) you missed. As with any assignment, plagiarism will not be tolerated and will be

addressed according to the Student Handbook.

Daily points that are lost due to unexcused and/or unknown absences are not eligible to be made up.

IN-CLASS ALTERNATIVE ASSIGNMENT

Students on medical restriction or who are unable to participate in their dance classes for a valid, excused reason by a parent/guardian are eligible to complete an In-Class Alternative Assignment in accordance with their teacher's instructions to receive 2 of their Daily 5 points. Students with excused reasons completing an in-class alternative assignment are eligible to complete a make-up assignment to receive full credit for this day due within two weeks of observing a class. Students should check in with their teacher to find out what their In-Class Alternative Assignment is and to clarify why they are excused from regular class activities and participation. Students will need to check in after talking with their teacher with the Wilkins Office to document their completion of an in-class alternative assignment. It is expected that students completing an In-class Alternative Assignment will dedicate the entire class period on this activity.

OBSERVING CLASS Observing class is only allowed at the discretion and with permission of a parent or guardian. In these instances in which students cannot physically participate in their dance classes (ex. injury), the following should occur:

1. For Students Needing to Observe Classes for 1 to 2 weeks:
On the day(s) in which the student cannot physically participate in their dance classes, a parent/guardian should call Attendance Hotline at 651-222-3200 in the morning for each day that their student cannot physically participate in their dance classes to excuse the student from participation and to provide the reason; you may need to leave a voicemail detailing this information. To report any attendance-related matters (such as illness), please call the Attendance Hotline at 651-222-3200.
2. When a student needs to observe class, the student should complete an In-Class Alternative Assignment and complete a make-up assignment per each of their arts instructor's instructions to receive Daily 5 credit.

For students needing to Observe Classes for over 2 weeks, but less than 6 weeks:

1. A note from a qualified health professional (in the case of injury, for example) should be provided to the school with explanation, date of expected return to participation, and any other relevant, pertinent information for the department and school to know. Or, in other cases, a Parent/Guardian note should be provided detailing relevant information as well as date of expected return to participation.
2. In these instances a student should consult with Sam Johnson to develop a larger make-up project. Examples in the past of these class projects have been: Doing

some research on a Choreographer or Common Dance Injury and giving a short presentation to the class, Writing an Artist Statement for the teacher, etc.

Students who cannot physically participate for 6 weeks or longer (ex. Injury) please contact Sam Johnson and Genevieve Bennett (Arts Program Coordinator) to discuss the possibility of changing tracks and/or adjusting a student's schedule temporarily to facilitate their recovery and rehabilitation.

FREEBIES Applicable only in the Dance Department

A Freebie: - exempts the student from their Daily 5 points for an excused absence in a class.

Students are allowed:

- 3 Freebies per semester for each M-Th class
- 1 Freebie per semester for each Friday class

NOTE: Students must email their teacher to use a Freebie. Teachers may wait until the end of the semester before applying Freebies to grades.

ARTISTIC CONTENT

PLAGIARISM, VIDEO AND AUDIO RECORDING

Videotaping, recording or taking photographs of choreography in class is strictly prohibited.

Your teacher's movement phrases and material are their property and will be treated as such. As with

any written work, plagiarism will not be tolerated. No videotaping, recording or taking photographs of your teacher or classmates is allowed unless you have their explicit consent/permission or it is covered under formal accommodations as part of an instructional plan such as an IEP.

MUSIC

Music played while in class, for choreography projects, in common spaces or that can be heard by others should be free of derogatory or disparaging terms. Additionally, music/lyrics cannot allude to or condone violence, drugs, or sexual acts. This includes any sound scores such as recorded text, poetry, spoken word, and the like. If you have questions, please consult your teacher(s).

CHOREOGRAPHY

Movement/Content created and/or used for choreographic purposes (e.g. for choreography projects) should meet all SPCPA content guidelines. In addition, costumes for choreography must be in alignment with the Department Dress Code. If you have questions, please consult your teacher(s).

J-TERM

During J-Term academic and arts classes go on hiatus, and students are immersed in rehearsals culminating in a performance. J-Term replicates the professional rehearsal and

performance experience, engaging students in the artistic energies and ideation of professional choreographers and directors. J-Term is a part of SPCPA training and—in alignment with the departmental philosophy and mission—students should expect to be cast in a wide variety of dance aesthetics and styles over the course of their tenure at SPCPA.

It is EXPECTED that students, independent of the project they are cast in, will participate fully in rehearsal activities with performance-quality energy and engagement. Students not meeting expectations of the choreographer or director may be required to meet with SPCPA administration and/or the Chair of the Dance program. J-Term Directors reserve the right to pull students out of performances should their conduct and/or participation not meet expectations.

J-Term is a required part of the school year and earns a full credit for successful participation. Rehearsals take place within the usual school day (8AM-4PM) but may be 4-8 hours long depending on the project. Some projects have a rehearsal schedule requiring students to participate on an “as called” basis. These “as called” rehearsal schedules will be distributed to families at some point after students have been cast. J-Term grades are Pass/No Credit.

J-Term this year will occur during the first 3 weeks of June 2021, with performances the weekend of June 18-20. If you know you will be unable to participate in this new June J-Term please contact Sam Johnson and/or Genevieve Bennett.

JURIES

The SPCPA Dance Department Students will hold juries each Spring. Juries give students the opportunity to show dance faculty panels their progress and development over the course of the school year. Juries also help the faculty evaluate the success of the program in order to continue to work on improving it. Students will receive feedback on their performance in juries in a conference with a faculty member.

GENERAL INFORMATION

CALL BOARD

Department events and activities will be posted outside the Wilkins Administrative Office. Students should check the callboard every day in order to stay up to date with dance program events. If you have questions, check the callboard first!

COMMUNICATION

Communication is key to facilitating a positive learning experience and we will do our best to communicate important information to students and families. Email is the best and most efficient way of contacting teachers. Please also be sure to add/update your contact information in Infinite Campus (for both parent/guardians AND student) as this is the principal system we use to send out email communications.

- For Students: Please talk with your teacher and let us know what is going on if

you are having difficulties in class—we want to hear from you! If you need to get in contact with a parent/guardian during the school day, please make arrangements with your teacher and the Wilkins Administrative Office.

- For Parents/Guardians: Please contact us and let us know if your student is having difficulties in class, and if they have any needs that we can help with.
- Parents and guardians in need of getting in contact with their student should make arrangements through the SPCPA school directory service. Please avoid texting and calling your student on their mobile devices during class time. **Students will still be penalized for using their phones during class even if the call/text is from their parent/guardian.**

DISCIPLINARY ACTION

If the student chooses to ignore departmental, faculty, and/or studio expectations/policies outlined in the Dance Department Student Handbook, the following consequences may occur (not limited to just one action):

- Verbal/Nonverbal reminder from instructor
- Loss of Daily Points/ Negative consequence for grade
- Contact with home
- Student meetings with Teachers and/or Director(s) and/or Deans
- Write up and referral to administration

If a student is intentionally not following COVID-19 health and safety procedures (not wearing a mask, not maintaining 6' of space), a parent or guardian will be notified and the student will need to leave for the day.

ELECTRONIC DEVICES

Cell phone or tablet use (texting, making a phone call, snapchat, etc etc etc) during class without permission will result in the loss of all of a student's Daily 5 points for that class period. Faculty/Staff reserve the right to confiscate any cell phone/media device at their discretion. Students needing to contact their parents/guardians should ask permission from their instructor. Parents/guardians needing to contact their student must contact their student through formal SPCPA channels.

STUDIO RESERVATIONS

Studio Reservations have been suspended for the time being

Students may reserve a studio over their lunch period with permission from the Chair of the Dance Department. Studio reservations must be made at least 48 hours in advance and studio time must be dedicated towards working on a SPCPA-related project. All students will be held accountable to all studio policies while using the studio; failure to abide by these policies will result in forfeiture of studio reservation/rehearsal privileges for the remainder of the semester. Please note that making a studio reservation request is not a guarantee, but subject to studio and faculty availability and resources of the Department and School.

Students will receive a confirmation noting that their studio reservation request has been

confirmed and approved. Please note that students who are not in good standing in their arts classes will be denied studio requests and that students who are in the studios without permission will forfeit the privilege to reserve studio space for the remainder of the semester and/or disciplinary action may be taken.

WHO DO I SPEAK WITH?

Please talk to your teacher with questions about: ♦ Your grade ♦ What to wear for class ♦ What to call your teacher ♦ What to do for an In-class Alternative Assignment, if eligible and applicable ♦ How to make up classes for excused absences

Please talk to the Dance Department Chair with questions about: ♦ Juries ♦ J-Term ♦ Departmental policies and procedures ♦ Curriculum ♦ Placement ♦ Long-term Injuries

Please check in at the Wilkins Front Desk with questions about: ♦ Educational Benefits ♦ Signing in/out of the Wilkins ♦ Needing a Tardy Pass ♦ Logging/Receiving an In-Class Alternative Assignment

If your concern/question does not fall into any of the categories listed above, please contact Sam and they can help direct your question to the appropriate person/parties.

DANCE FACULTY

Email is the best and quickest way to reach us.

Sam Johnson, Chair johnsons@spcpa.org

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DANCE PROGRAM HANDBOOK ACKNOWLEDGMENT

The student is expected to share this handbook with their parent(s)/guardian(s). By signing below, student and parent(s)/guardian(s) are acknowledging that they have read and understand the described departmental policies, procedures, expectations and responsibilities.

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Any violation of the policies and guidelines contained herein may result in immediate disciplinary action that may include, but is not limited to, detention, losing privileges to use of the equipment or facilities, and requiring a student to pay for replacing/repairing damaged property.

Please use ink, not pencil, to complete this form. Thank you.

Student Name Printed _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____ 20