

*Saint Paul Conservatory*  
FOR PERFORMING ARTISTS

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**Student Handbook**  
**DANCE DEPARTMENT 2019-20**

**Program in Dance**

as of 8/1/2019

***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.*

## **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 physical, artistic, and intellectual demands of classical and contemporary performance and choreography. Distinguished by a student population with a devoted work ethic, a community-oriented sensibility, and a sense of professionalism and integrity in their work, 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 working artists in the field who guide students towards their artistic and creative potential.

The Program in Dance at SPCPA is modeled upon college-level BFA (Bachelor of Fine Arts) dance programs and, as such, successful graduates of the program smoothly transition into arts programs at postsecondary institutions.

# CURRICULUM

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

**1. Physical Practice / Dance Techniques:** Students prepare and maintain the body and mind so that it can safely execute the physical, artistic and cognitive demands of the form(s), and work towards a high-level of physical mastery and execution. Students in Dance will be exposed to 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:** Students engage in the creative process with active 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 order to ensure correct placement and coordination, it may be necessary for the instructor to physically touch students at various parts: arms, hands, chest, lower back, abdomen, neck legs, feet, etc. If any student does not wish to be touched at any time for any reason they should tell their instructor and alternative accommodations will be made.

# 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:

**Professionalism:** Students hold themselves to a high-level of personal discipline and hold themselves accountable to the rigorous expectations necessary to succeed as a performing artist. Students learn how to engage with the dance discipline as a budding professional-level working artist so that they are equipped to handle and engage appropriately with real-world, professional arts settings.

**Participation:** 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 performance-quality energy and commitment.

**Effort & Rigor:** To progress as a dancer and artist, students will consistently participate fully, both physically and mentally, in their class activities. It is not enough to just “go through the motions,” or to “phone it in.” Students will understand that dance training requires consistent effort and commitment to improving, and practice these ideals. Our expectation is that students want to learn, explore, and improve each and every day and we hold all students to this!

**Conduct:** Students’ conduct and behavior in class is conducive to a smooth and effective classroom environment, and in alignment with classroom etiquette. Above all else, students will have respect for themselves, their instructor, and their peers. Collegiality among peers is critical!

## 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 your teachers and abide by their instructions
- Raise your hand if you have a question
- Do not talk while your peers or teacher are talking
- Address your teachers the way they would like to be addressed

Afford your teachers and peers the same respect you expect to receive with regards to your dancing, behavior and personal care --

- Use focus and care in dancing with others; learn and manage your space to avoid collision
- When other groups are dancing, observe them, and limit the talking and distractions
- 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
- Ask permission from your teacher to use the bathroom, and follow the procedures of signing in/out while at Wilkins
- Always dress appropriately for class
- Street/everyday shoes are not permitted on the dance floor
- See the Department Dress Code
- Do not photograph or video/audio record the teacher or your peers in any capacity without explicit consent and permission

## CLASS PLACEMENT

Dance students at SPCPA will be placed into classes based on their technical, artistic and creative needs, as well as the needs of each class and the Department as a whole; academic scheduling needs are also factored into placement. The Chair of the Dance Department, in coordination and consultation with members of its dance faculty, will make decisions about placement. Placement is carefully considered and is crucial to the health, safety and growth of dance students. **We make every effort to place students in classes that will set them up for success.**

New SPCPA students take part in a placement audition before school starts. Students demonstrate their abilities in all genres. Returning SPCPA students are placed based on their prior year's work in class, technical performance during juries, behavior, and maturity. Professionalism, artistry, and academic standing WILL factor into placement decisions.

**Students should expect to remain in a class placement for one to two years with qualification.** Every student can get an A in each dance class through consistent participation and progress; however, this grade does not indicate that a student will automatically move to a different class placement. Students will be evaluated for advancement through technical and physical progress and development, class conduct, how quickly they can pick up movement material, openness to and integration of new suggestions, and their ability to change one's dancing in class.

Students should ultimately *demonstrate* a desire to change class placement by consistently exhibiting maturity, fully engaging in class, challenging themselves, and generally committing themselves fully in each class; they should demonstrate a readiness and hunger to accept greater challenges and responsibilities for their development as dance artists. It is also

important to note that we are cultivating and deepening artistry in our classes, not just focusing on the progress of learning dance steps. In our classes, *how* movement is performed and thought about (its qualitative dimensions) is equally important to the physical content.

All students within the Dance Department participate in additional placement sessions in technique classes during the first full week of school to make any necessary adjustments to a student's placement. Faculty and administration will make every effort to have all placement and student schedule changes completed by the end of the first two weeks of school.

If students have questions about placement decisions, they should contact Kaleena Miller at millerk@spcpa.org or Sam Johnson at johnsons@spcpa.org and they will facilitate any necessary courses of action with the appropriate parties.

## 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.

### FOR ALL CLASSES:

- wear your hair off your neck and not in your face
- avoid wearing or spraying strong-smelling perfumes or colognes in the Wilkins studios and locker rooms
- no "booty" shorts
- 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

### 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, hair pulled away from face and off of neck, tightly secured.

*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, hair pulled away from face and off of neck, tightly secured.

\*No shorts over leotard and tights, baggy clothes, hair in face, socks, skirts, legwarmers, sweatshirts

### FOR MODERN:

*All:* close-fitting shirts, sweatpants or leggings, bare feet, no shorts, hair should be secured back

### FOR JAZZ:

*All:* Leotard, camisole or close-fitting shirt, leggings or sweatpants, jazz shoes or bare feet, hair should be secured back (if applicable)

FOR TAP:

*All:* a shirt; leggings, sweatpants or bottoms specifically deemed for movement; and Tap shoes.

FOR BREAKING, FUNK STYLES and VOGUE:

*All:* tennis shoes that *have not been worn on the street and do not make any scuffs or marks on the studio floors (no boots)*, sweatpants or leggings, hair should be secured back, knee pads are recommended (for Breaking and Funk Styles)'.

FOR WEST AFRICAN:

*All:* leggings or sweatpants, close-fitting shirts, athletic shorts are acceptable, bare feet, hair should be secured back

FOR YOGA:

*All:* leggings or sweatpants, close-fitting shirts, bare feet, hair should be secured back

FOR CHOREOLAB:

*All:* Students should dress in accordance for Modern Dance

FOR REPERTORY:

*All:* Students should dress in accordance for Modern Dance unless otherwise noted by Instructor

Some additional notes regarding Dress Code/ Dance Attire:

- Please keep in mind that students will be moving and sweating in class; they should dress appropriately, bring a change of clothes with them, 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.
- Jeans are NOT considered appropriate dancewear in any of the forms. Clothing with

zippers and other objects are unacceptable.

- It is very important for dance instructors to see how students' bodies move in order to facilitate the best training possible and to ensure that alignment and placement is correct.
- Should you have any questions regarding dress code, please consult with your teacher. Should a class be offered that is not listed above, please consult with your respective teacher for any specific attire-related needs.
- Please see Ms. Patty Hall at the Wilkins Office if you qualify for Educational Benefits and need help in acquiring these 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 usually 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.
  - 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)

## **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**

Students will pick up after themselves at lunch, including wiping down the tables, picking up trash/garbage from tables and the floor, and wiping down benches and returning chairs to their proper location

- Students will walk—not run or fool around—in the Wilkins hallways
- No yelling or shouting in the Wilkins commons spaces; be respectful of other classes
- 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
- Keep feet off of furniture and Wilkins walls
- 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**

Participation in class activities is not voluntary or at a student’s discretion. 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. Being hungry, bored, tired, stressed, etc. are not suitable excuses to sit out of classes. 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. Please be sure that you are prioritizing and managing your time wisely, and accounting for such activities prior to class time.

#### ARRIVING LATE AND PARTICIPATION

Students arriving late to class must check in with their Instructor 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 Ms. Patty Hall at the Wilkins Administration 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

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. The schema is as follows:

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

- 1 point for Punctuality and Preparedness: 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

Up to 20% of a student's grade may be used for assignments, quizzes, and/or projects should a faculty member elect to integrate these activities into their course instruction and curriculum. In these instances, rubrics, grading criteria and other detailed information will be distributed in class. Should a faculty use this type of grading schema, the remaining percentage balance will be the Daily 5. 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/site/spcpadanceprogram/> and/or ask their instructor. Students have two weeks from the date of 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 written or moved 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 having to observe class. Examples of In-Class Alternative Assignments in the past have been:

- observing one student throughout class and taking detailed notes and observations
- reading a short book chapter and summarizing it
- being a TA (teaching assistant) for the day by assisting in class in accordance with the teacher

Students should always 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 Ms. Patty Hall at 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:

For Students Needing to Observe Classes for 1 to 2 weeks:

1. 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 give 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. In these instances when a student is needing 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 complete an In-Class Alternative Assignment in each of their arts classes. In addition, the student, in conjunction with each of their arts teachers, should create a larger class project/ make-up assignment to complete to receive their full Daily 5 credit to cover this duration of time. 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 or Kaleena Miller (Co-Chairs) and Genevieve Bennett (Arts Program Coordinator) to discuss the possibility in changing tracks and/or adjusting a student's schedule temporarily to facilitate their recovery and rehabilitation. Should a student be unable to change tracks, students will be required to complete a larger make-up assignment to cover their Daily 5 points in their classes in conjunction with a Co-Chair. In these rare instances, students should schedule a meeting with a Co-Chair as soon as possible to discuss project details and deadline; it is up to the student and/or parent/guardian to initiate this meeting. Students working on long-term make-up assignments will be required to complete In-Class Alternative Assignments in each of their classes in addition to their long-term make-up assignment.

“FREEBIES”

Applicable only in the Dance Department

A Freebie:

- allows a student to obtain the full 5 daily points without submitting any make-up assignment,
- may only be used for an excused absence or when sitting out of a class for an excused reason

Students are allowed:

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

NOTE: Students must email their teacher to request the 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 or moved 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 generally 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 be of an appropriate content. 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 formal performance at an area professional venue. 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 casting takes place in late October/early November, depending on the calendar year. More detailed information will be distributed in arts classes in October. J-Term casting decisions are announced in mid- November.

J-Term always begins on January 2. Performance details will be announced during the Fall semester.

## **JURIES**

SPCPA Dance Students must participate in 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. It is important that students do their best during juries; teachers will use the results to help place students for the next year. Students will also get 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 Ms. Patty Hall at the Wilkins Administrative Office.
- For Parents/Guardians: Please also contact your student's instructor(s) and let us know what is going on if they are having difficulties in class—it's helpful for us to know!
- 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

#### 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

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 a Dance Department Chair with questions about:

- ◆ Juries
- ◆ J-Term
- ◆ Departmental policies and procedures
- ◆ Curriculum
- ◆ Placement
- ◆ Long-term Injuries

Please talk to Ms. Patty Hall (Wilkins Administrator) with questions about:

- ◆ Educational Benefits
- ◆ Signing in/out of the Wilkins
- ◆ Needing a Tardy Pass
- ◆ Logging/Receiving an In-Class Alternative Assignment
- ◆ Handing in a make-up assignment for a teacher
- ◆ Checking out any departmental equipment

If your concern/question does not fall into any of the categories listed above, please contact Sam or Kaleena 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, Co-Chair	johnsons@spcpa.org
Kaleena Miller, Co-Chair	millerk@spcpa.org
Lisa Berman	bermanl@spcpa.org
Bruce DeMorrow	demorrowb@spcpa.org
Alex Eady	eadya@spcpa.org
Penny Freeh	freehp@spcpa.org
Timothy Herian	heriant@spcpa.org
Joseph James	jamesj@spcpa.org
Judith James Ries	jamesriesj@spcpa.org
Sam Johnson	johnsons@spapca.org
Erinn Liebhard	liebharde@spcpa.org
Jill Lile	lilej@spcpa.org
Whitney McClusky	mcluskyw@spcpa.org
Laura Osterhaus	osterhausl@spcpa.org
Jennifer Pray	prayj@spcpa.org
Laura Selle-Virtucio	sellevirtuciol@spcpa.org
Scott Stafford	staffords@spcpa.org
Joe Tran	tranj@spcpa.org

## 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.

*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 \_\_\_\_\_

