STUDENT HANDBOOK
SCHOOL YEAR
2020-2021
Welcome to the 2020-2021 School Year! We are delighted to have you as a member of the Ballet Hispánico community. The purpose of the Student Handbook is to serve as a road map for your success in the School of Dance and a resource throughout the school year. Please note that special additions have been added to address any policies that may be affected by the current state of COVID-19 and any virtual activities that will take place as a result.

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Ballet Hispánico is an accredited institutional member of the National Association of Schools of Dance (NASD).

National Association of Schools of Dance
11250 Roger Bacon Drive, Suite 21
Reston, VA 20190-5248
(703) 437-0700
OUR MISSION, VISION, GOALS & OBJECTIVES, and
THE BALLET HISPÁNICO STANDARD

School of Dance Mission
The Ballet Hispánico School of Dance trains eclectic, versatile dancers who stand out in a competitive professional environment for their mastery of the classical ballet tradition, contemporary techniques, and Spanish dance. Accredited by the National Association of Schools of Dance, the School empowers students by offering a holistic approach to movement discovery, including pre-professional training and classes for the novice dancer. The School also offers adult classes and workshops that provide cultural enrichment and the joy of dance to everyone.

School of Dance Vision
The Ballet Hispánico School of Dance aspires to foster a lifelong appreciation of the art of dance among its students, as they become future professionals, committed audiences, and active citizens. The essential role of the arts in our society inspires the Ballet Hispánico School of Dance as a leading center of excellence, open to the community at large. Here students learn in a nurturing environment, discover dance as a language of ideas, and explore the rich history and aesthetics of Latino cultures.

School of Dance Goals & Objectives
- Inspire the next generation of dance professionals and leaders of color.
- Draw, recruit, and support a diverse student body.
- Provide a diverse, structured, and stimulating curriculum that is relevant for the field.
- Offer a pre-professional program that will prepare students to be competitive in the professional dance landscape.
- Provide programming that connects students and develops relationships & networks to artists of excellence in the field today, including the Ballet Hispánico Company and Artistic Staff.
- Inspire its students with a close relationship to the Ballet Hispánico company by exposure to rehearsals, performances, and company dancers as teaching faculty.
- Provide performance opportunities for students to enrich their training, practice, and knowledge of the artform.
- Hire and retain diverse teachers with superior knowledge in the dance field.
- Strengthen our commitment to live music in most of our classes and maintain a team of accomplished musicians on faculty at Ballet Hispánico.
- Provide opportunities and continue to strengthen the effort to recruit students from Ballet Hispánico’s community engagement programs to pursue further dance training at the Ballet Hispánico School of Dance.
- Serve as a home, connecting center, and resource for the growing Ballet Hispánico family of alumni, friends, and current and former staff as well as the community at large.
- Continue to provide and increase our fundraising efforts to provide scholarships to students who otherwise could not study dance.
- Continue to strengthen our Enrichment program that provides activities and events in which families can enjoy the art of dance together.
- Achieve organizational excellence through team development.
● Maintain accreditation by the National Association of Schools of Dance.
● Program staff development workshops for faculty and staff at least twice a year as well as develop and maintain field partners such as DEL (Dance Education Library), NDEO (National Dance Education Organization), and the New York Public Library of the Performing Arts at Lincoln Center to provide as resources for growth and support.

The Ballet Hispánico Standard
Ballet Hispánico Standards continue to develop and evolve through leadership’s constant questioning and assessment of our goals as a School, along with the work of our faculty in the classroom. Ballet Hispánico Standards are an amalgamation of our Mission, Vision, Goals, Curriculum, Student Evaluation rubric areas, and teaching assessment rubrics, as all of these documents/statements are guiding principles toward the Ballet Hispánico Standard.
SCHOOL OF DANCE COMMUNITY EXPECTATIONS

Student Conduct Agreements
Ballet Hispánico students are expected to demonstrate the highest level of excellence in comportment, focus, self-preparation & care, artist etiquette, work ethic, and adherence to all School of Dance policies.

Parent/Guardian/Family Conduct Agreements
Families are expected to be kind, respectful, supportive, contributing members to the Ballet Hispánico community and work in partnership with all staff and faculty in ensuring their child’s best experience at the School of Dance.

Families that wish to discuss any issues or areas of concern are highly encouraged to reach out to the School Staff via email, school@ballethispanico.org, to set up a meeting with a School of Dance Staff Member for assistance. We promote an open dialogue and are happy to meet with our families to provide individual attention and support student needs. Every effort will be made to address concerns in a timely manner and find a resolution for all parties.

Families wishing to file a grievance are asked to refer to the Grievance Policy located in this handbook.

Conduct Oversight
The School of Dance Directors, Staff, and Faculty will actively manage any behavioral situation that involves rudeness, disrespect, excessive tardiness and absenteeism, lack of preparedness, and bullying. Depending on the severity of the infraction, myriad consequences can include:

- Revoking of scholarship
- Level demotion
- Removal from program
- Removal from performance opportunities
- School suspension or expulsion

Student Disciplinary Protocol
The School of Dance works in partnership with the student and families to encourage and develop the student’s overall success in the program. When a student struggles with adhering to any School of Dance Policy and Conduct Agreement, School Staff or Faculty will make their best effort to address and support the student in correcting their behavior. The family will be notified to partner with the School to ensure corrective action is taken by the student. Should a student have continued issues with adherence to School Policies, even after being addressed, the student will be subject to a consequence(s) as listed above at the sole discretion of the School Directors.

The School of Dance has a zero-tolerance policy for discrimination, bullying, teasing, disrespectful comportment and defamation at any time and for any reason. Any issue will be addressed with the parties involved and are subject to immediate consequences as listed above at the sole discretion of the School Directors.
Parent/Guardian/Family Disciplinary Protocol

Parents/Guardians are expected to adhere to the Parent/Guardian Conduct Agreement. Any parent/guardian that fails to adhere to this agreement is subject to withdrawal of their children from the Ballet Hispánico School of Dance. Bullying, inappropriate comportment, defamation, and/or any disrespectful behavior towards the Staff, Faculty, and/or other families at Ballet Hispánico are grounds for immediate expulsion of the parent/guardian and any of their registered family members from the School of Dance.
SCHOOL OF DANCE POLICIES

Communication
All communication from the School of Dance is conducted via email. It is the responsibility of the parent/guardian to check email and ensure the office has the proper email address for the person managing the details of the child. All emails will be sent to one primary email address, which the parent/guardian is required to set up in MindBody. The School of Dance shares important updates and event information via a bi-weekly newsletter using Constant Contact. Families will be automatically subscribed when they register. Do not “unsubscribe” as it is an official form of communication of School updates. You will be missing official announcements by doing so.

Liability/Incident Protocol
Ballet Hispánico and its instructors are not liable for personal injuries occurring during class time, rehearsals, special events, or performances on or off the premises. Parents/guardians carry the responsibility of informing the School of Dance office – in writing – of any physical limitations which may prevent a student from full participation. In addition, if injured, written consent of the parent/guardian is required for the student to return to physical participation in classes. Until written consent is received from the parent/guardian, students may only participate by observing class.

Should an incident happen on Ballet Hispánico premises, or at a Ballet Hispanic event, an incident report will be filled out and communicated with the parent/guardian.

Dress Code
Ballet Hispánico has a required, specific dress code for each program. The dress codes have been developed with the intention of creating an inclusive environment that encourages team spirit, while also eliminating distractions and supporting focus for each student’s dance learning goals. The dress code also aids the teacher to be able to see the body’s form as best as possible, so that corrections and guidance can be offered to the student along their dance journey.

Please see the corresponding links for each program’s dress code below (this information can also be found on our website at www.ballethispanico.org):

Los Pasitos: Early Childhood Program Dress Code  
Encuentros: Open Program Dress Code  
La Academia: Pre-Professional Program Dress Code

Ballet Hispánico is committed to providing an inclusive environment for all students. Non-gender conforming students, students with religious and cultural considerations, and any student needing additional support are welcome to check in with the School Office for help in deciding what is best for them.

Loose hair can be distracting for students as they dance. All students’ hair must be pulled back away from the face (no loose bangs) and neatly secured to the head (no loose hair depending on the dance genre). Any hair accessories must match hair color. Please refer to your class/program specific dress codes for more information on permitted hair styles per genre.
Dangling jewelry can become dangerous when doing physical activity that demands full range of movement like dancing. Therefore, jewelry is NOT permitted to be worn during class with the exception of small stud earrings that do not hang below or go under the earlobe. Jewelry worn for religious reasons is permitted only if the parent/guardian gives written notice to the School Office in advance.

**COVID-19:** Please note that we understand that it may be difficult to have all items needed during this uncertain time. We ask that students do their best to come to class prepared, however know that the teachers and staff are here to support you. For hip-hop students, please note that due to the pandemic, we are not currently able to access our t-shirt inventory that is on site. Students that do not have a Ballet Hispánico t-shirt will be permitted to wear a solid black, plain t-shirt until further notice. Please reach out to the School Office with any concerns.

**Class & Building Protocols**

**Building Etiquette**

All guests are required to be buzzed in by the Front Desk Receptionist to maintain safety in our building. Students are required to check-in with their key card by presenting it to the Front Desk Receptionist before heading to class. Families are expected to arrive early enough to allow time for this process and are not permitted beyond the lobby area prior to properly checking in.

Our hallways are small and should be kept clear at all times. No running, horseplay, or obstruction of these pathways is permitted (i.e. sitting or laying in hallways and common areas). All community members are expected to refrain from distracting students and faculty through the windows and/or glass doors to ensure class instruction is not interrupted. Photos and/or videos of classes are strictly prohibited (except during Visiting Week).

Due to space and building safety regulations, no strollers are allowed for use in the building. Foldable strollers may be stored in the 1st floor family dressing room on stroller hooks and strollers which cannot be folded must be parked outside. There are no exceptions, unfortunately, even for sleeping children.

When using the locker room, students are expected to keep the space clean, to change clothes and leave the area as quickly as possible to ensure all students have access and privacy. Eating and drinking is permitted in the common areas of the building but not in the locker rooms. Coats must be hung on the provided hooks and shoes stored under the lockers. Items left out and unstored will be taken to the School Office (including charging devices).

La Academia students will be assigned lockers at the beginning of the academic school year by the School Office. Students with this locker privilege must use a combination lock when storing any items. The School is not responsible for personal property left outside of the locker or in unlocked lockers. Personal property left in unlocked lockers will be removed and taken to the School Office as a safety protocol. Students must retrieve these items at the end of their class(es).

Students that leave their lockers unlocked or that use a locker that is not assigned to them are subject to lose their privilege of having use of a locker for the remainder of the school year.
Studio Etiquette
No food or liquids other than water are allowed in the studios, only water in non-glass containers is permitted. Street shoes must be removed prior to entering studios. Students are not permitted to wear shoes that are worn outside in the studios. All shoes worn during class should be clean and used solely for dance class.

All electronic devices must stay silenced and stored away in your personal belongings if brought into a studio with you. If you need to charge a device, take it to the School Office for assistance. Devices are never permitted to be out and visible in studios, charging or otherwise. Charging devices in common areas without your supervision is not permitted. Any non-attended devices will be taken to the School Office.

All students are expected to remain outside of the studio until their instructor arrives. Sitting, hanging, or leaning on barres or mirrors is not permitted. No running, horseplay or physical activity not-related to the dance class is permitted in the studios.

Students are expected to actively participate and remain in class for the allotted time period. Students that are not engaged and actively participating in the class may be asked to leave at the teacher’s discretion and their parent/guardian will be notified. Parents/guardians wishing to address an issue with a class should reach out to the School Office for assistance in setting up a meeting. Our faculty is not to be interrupted before, during, or in between classes.

Student Arrival, Dismissal, and Leaving the Premises
Note: Los Pasitos Families- please refer to the Los Pasitos section in this handbook for more specific details on dismissal protocols for our young dancers ages 2-5.

Students are expected to arrive 15 minutes before class, ready to dance in their class uniform. All students must utilize their key card to swipe into Ballet Hispánico at the front lobby, once they are buzzed into the building. If your key card is lost, there will be a small replacement fee charged to your account. Families are expected to manage the drop off and pick up of their child to and from classes. Ballet Hispánico is a large organization with several departments and outside renters throughout the week. With heavy traffic flow in and out of the building, it is recommended that students stay with their parents until their class time. It is expected that students are picked up promptly after their classes. The building closes 15 minutes after the last class of the day. Families are expected to make the needed arrangements to pick-up their child prior to building closure. Families failing to do so will be notified and may incur a fee for the Staff’s time that had to be added as a result of tardy pick-ups. Parents/guardians wishing to pick a child up early are required to go to the School Office for assistance. Parents/Guardians are not permitted to interrupt a class and should always notify the School ahead of time for assistance in these matters.

ATTENDANCE PROTOCOLS
● Anticipated absences must be communicated to the School of Dance office via our website: Attendance Notification Form
● Inconsistent attendance will affect the class and a teacher’s pedagogy and choreographic goals. Attendance is a must for your child to excel physically and mentally. Consistency contributes to their technique, their confidence, and their progression within the class. Students who are chronically absent fall behind in training.
● Students who are late to a class must wait at the door until they are invited to join or to observe the class. If a student is late, their participation is up to the discretion of the teacher, as their lateness
increases their liability for injury and is disruptive to the flow of the class. Excessive lateness will affect level placement, scholarship, and participation in performances.

- Each program in the School of Dance has its own detailed attendance policy, noted below. Failure to adhere to our attendance policies will result in possible suspension from the program, removal of program, and/or removal from performance opportunities. The decision to implement a consequence is at the sole discretion of the School Directors.

Encuentros: Open Class Program Attendance Policy: Students in this program are allowed **4 total absences** during the school year regardless of reason for absence.

La Academia: Pre-Professional Program Attendance Policy: Students in this program are allowed **4 total absences** per genre during the school year regardless of reason for absence. Any absences during the two weeks prior to a performance (Winter Showcase, Recital, etc) or special event (I Am Performance Ready, Gala, etc) may result in removal of performance opportunity at the discretion of the teacher and School Directors.

**STUDENT OBSERVATION**

Observing class can be a great opportunity to learn in another way. Students can often feel discouraged when injured or ill and have to sit out. However, we want to encourage students to make the most out of the situation and have developed tools to keep students learning and engaged, even when they have to observe.

**Virtual:**

A student can observe class if they are sick or injured. Parent/Guardian must fill out the [Attendance Notification Form](#) (24 hours in advance when possible) so the staff are aware and the faculty notified prior to the class. If the student is observing they must sit close to the camera, and the camera must be turned on for the entire class period. The SoD team will keep track of the amount of times a student observes as it can affect their performance in class. When online, observation forms will not be used since students would need another device to access a form digitally. Therefore, faculty will find other methods for engaging students that are observing.

**In Person:**

A student can observe class if they are sick or injured. Parent/Guardian must notify the school office by filling out the [Attendance Notification Form](#) (24 hours in advance when possible) so the staff are aware and the faculty notified prior to the class. However, if a child shows up to class and is sick or has a pre-existing injury that was not previously communicated, they will be sent to the school office. School Staff will check in with their parent/guardian to determine next steps i.e. be sent home, or return to class with an observation form.

If the student is observing they must sit in front of the classroom, back to the mirror, and be fully engaged in the class while completing the observation form. Students are not allowed to have their belongings with or near them when observing (ie cell phone, etc). Faculty will review the content on the observation form and sign if the student has fulfilled. Once signed, faculty will drop off the form to the School Office. The SoD team will keep track of the amount of times a student observes as it can affect their performance in class. The SoD has developed student observation forms for faculty to use as a tool in helping observing students stay actively
learning when they are not able to participate physically in the class. Faculty is encouraged to develop and strategize how the form can support students in their specific class best.

MAKE-UP CLASSES
Due to class cohesiveness and the goal of a quality experience for the students and the teacher, the School of Dance cannot accommodate make-up classes. If a child is absent, they lose the class.

CLASS CANCELLATION POLICY
Ballet Hispánico reserves the right to cancel any under-enrolled classes. In the event of inclement weather, Ballet Hispánico reserves the right to not hold classes. Ballet Hispánico will make every effort to alert families of any class cancellations due to inclement weather prior to the start of the class via email and social media platforms. Tuition prices are developed with inclement weather cancellations built-in; therefore, cancelled classes due to inclement weather will not be refunded.

CLASS TRANSFER POLICY
Parents/Guardians wishing to transfer classes for their child will work with the School of Dance to find an alternative class. It is important to note that this is a request, and may not be fulfilled due to class capacity. Parents/Guardians will receive an email notification once their request has been processed. All transfer requests must be submitted by October 24, 2020 by filling out this form: Class Transfer Request Form. If an alternative class is not found, and parents/guardians wish to withdraw their child, they must follow the withdrawal process.

WITHDRAWAL POLICY
If a student withdraws, the parent/guardian is required to fill out a Class Withdrawal Request Form: Class Withdrawal Request Form. Parents/guardians agree to use this form as written notification of their child's withdrawal from the class/program and will receive a confirmation that the request has been processed by the School of Dance office along with the status of their request.

The Class Withdrawal Request Form is required for documentation and tracking purposes and will be processed within 2 weeks of receipt, and parent/guardian will be notified once complete. Parent/guardian is responsible for payment of all classes. If the class has been paid in full, a credit will be placed on the account for future use. Credits do not expire.

Any withdrawal request must be made by filling out the Class Withdrawal Request Form. Notifying the instructor or staff member that you would like to withdraw from the class in writing or otherwise is not sufficient.

If the student is a scholarship recipient and withdraws from a program at any point of the school year, they become ineligible for financial support for one (1) calendar year. The School of Dance DOES NOT OFFER REFUNDS. Credits for unused classes will be placed on your account for future use.

REFUNDS & CREDITS
Ballet Hispánico does not offer refunds. Any returned credit card transaction will incur a 3.5% fee to cover credit card processing costs. Any transactions that are denied for insufficient funds will incur a $35 fee.
GRIEVANCE POLICY
School of Dance community members that wish to discuss any issues or areas of concern are highly encouraged to reach out to the School Office email address, school@ballethispanico.org, to set up a meeting with a School of Dance Staff Member for assistance as soon as possible. We promote open dialogue and are happy to meet with our families to provide individual attention and support student needs. All matters brought to the School’s attention will be treated with discretion, care, and privacy.

If the complaint is against another student, and the complaint is determined to have basis after mediation support from the staff, disciplinary action will be taken (see the Student Disciplinary Protocol section of this handbook).

If the complaint is against a faculty or staff member, and the complaint is determined to have basis, the appropriate disciplinary actions will be taken by the School Directors.

If the complaint is found to be intentionally unfounded, and/or slanderous, and/or with malintent, disciplinary action may be taken against the grievant.

All grievance complainants may be requested to submit a confidential, formal letter of grievance depending on the specific allegation and any action taken.

If a resolution is not met with the support of a Staff member, a meeting with a School Director may be requested. Further grievances may be filed electronically by filing out a Grievance Form: Grievance Form. Please note that grievance forms have the option of being submitted anonymously. All Grievance Form submissions will be reviewed by the organization’s senior leadership, which includes the School Director, and when found necessary, the Artistic Director & CEO, Eduardo Vilaro will support in ensuring matters are resolved.

SOCIAL MEDIA
What is Ballet Hispanico’s School of Dance Social Media Policy? Use of Facebook, Twitter, Instagram, blogging, and other social media outlets is commonplace. Ballet Hispanico’s School of Dance recognizes the importance and contribution of these online conversations. Our policy is intended to provide our community with guidelines when posting on social media about Ballet Hispanico. When posting about our organization, you are our SoD (School of Dance) Ambassadors, and we appreciate your support!

We encourage you to especially keep up with Ballet Hispanico School of Dance and other education news by following our Instagram account @ballethispanicoedu. Start following us today for up to date announcements about our programs and any breaking news.

Being an SoD Ambassador:

- **Take responsibility for your posts.** Use your best judgment when posting about Ballet Hispanico’s School of Dance or the organization as a whole, as you are personally responsible for what you post.
- **Crediting Ballet Hispanico.** When posting any content that officially features School of Dance current students, faculty or staff, our organization’s space, events, or anything regarding the organization as a whole, i.e, the School of Dance, Community Arts Partnerships, Company dancers/performances, Ballet
Hispánico must always be credited whether in the form of a mention or tag (@ballethispanico) in all social media platforms and by name in other public communication, online or otherwise.

- **Respect yourself, your Colleagues, and the Community.** When posting, be respectful of others and refrain from posting statements that are false, misleading, defamatory, or harassing. It is perfectly acceptable to talk about aspects of your experience at Ballet Hispánico, but it is not ok to publish private information about faculty, fellow students, and staff.

- **Respect Private Spaces.** Any social media postings taken in private spaces like bathrooms and locker rooms are prohibited and will be subject to disciplinary action.

- **Respect Copyright Law.** Any posts must cite credit regarding artistic property. It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including Ballet Hispánico’s own copyrights and brands. It is good general practice to link to others' work rather than reproduce it. Refrain from taking photos and videos of classes, rehearsals, performances or choreography, unless given prior permission to respect artistic property. Faculty reserve the right to ask that posts on personal accounts are taken down if they are uncomfortable or disapprove of how their work is being presented.

- **Know Your Support.** The Instagram education account, @ballethispanicoedu, is managed by the School of Dance’s Administrative & Marketing Associate. Any issues or active use (such as takeovers) must adhere to the guidance and oversight by the Administrative & Marketing Associate. Opportunities for takeovers will take place throughout the year. The Administrative & Marketing Associate will provide you with the necessary script and guidelines as well as important policies and procedures before representing the School of Dance in any shape or form.
RESOURCES

Financial Aid Scholarships
Financial aid scholarships are available for students and determined by a family’s adjusted income from the previous year’s federal taxes, through a pre-determined calculator. This calculation will compute the percentage of tuition support your child may receive.

Additional financial aid scholarship factors include: student and family community comportment, conduct, preparedness, excessive lateness and/or absences and overall performance within the School of Dance.

Merit Scholarships
Each year, a limited number of merit scholarships are awarded to students with outstanding artistic potential, work ethic, and commitment to their dance studies.

The Nuestro Futuro Scholarship Program provides full tuition scholarships for both academic and summer students of exceptional talent, conduct, and drive to receive support for their training.

Awards are determined at program auditions at the sole discretion of the School Directors. When attending an audition, be sure to indicate that you would like to be considered for an award by checking the Nuestro Futuro box. If you are selected to receive a merit scholarship of any kind, you will be notified via email.

Scholarship Requirements
1. A commitment to study at Ballet Hispánico for the full term of the program.
2. Act as a role model to the entire Ballet Hispánico community including fellow students, families, faculty, and staff by exhibiting the highest level of comportment in all School activities, exemplary conduct, preparedness, and overall performance within the School of Dance. The student’s performance, preparedness, and excessive lateness and/or absences can affect the financial aid. Excellent communication is required for all absences or instances of tardiness and should always be reported in advance to the School office via the website.
3. Responsibility for payment of any remaining balances and timely quarterly payments, once the scholarship has been applied. Failure to make the required quarterly payments by the deadline, will result in participation being suspended until payment has been received or a payment plan has been agreed upon.
4. Volunteering at Ballet Hispánico (time commitment will be communicated as opportunities arise).
5. Provide a brief testimonial regarding your experience at Ballet Hispánico and the impact of your scholarship.
6. Withdrawal from the program at any point of the school year will result in becoming ineligible for financial support for one (1) year.

The scholarship application process and review take up to two weeks. Incomplete applications will not be processed.

For further questions regarding scholarships, please contact the administrative staff at school@ballethispanico.org.
# 2020-2021 BALLET HISPÁNICO SCHOOL OF DANCE CALENDAR

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<td>Wednesday, July 15</td>
<td>School Year 20-21 Registration Opens</td>
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<td>Wednesday, July 15</td>
<td>Financial Aid Scholarships and Early Bird Discounts Available</td>
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<td>Thursday, August 20</td>
<td>Early Bird Registration Ends</td>
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<td>Friday, August 28</td>
<td>Financial Aid Scholarship Application Deadline</td>
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<td>Wednesday, September 2</td>
<td>School Year 20-21 Registration Closes</td>
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<td>Monday, September 7</td>
<td>Ballet Hispánico Closed: Labor Day</td>
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<td>Wednesday, September 9</td>
<td>Faculty Orientation</td>
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<td>Thursday, September 10</td>
<td>Financial Aid/Nuestro Futuro Scholarship Orientation</td>
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<td>Tuesday, September 15</td>
<td>First Day of Hispanic Heritage Month</td>
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<td>Tuesday, September 15</td>
<td>Los Pasitos: Early Childhood Program Orientation</td>
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<td>Wednesday, September 16</td>
<td>Encuentros Orientation</td>
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<td>Thursday, September 17</td>
<td>La Academia Orientation</td>
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<td>School Year 20-21 Program Classes Begin</td>
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<td>Saturday, September 26</td>
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<td>Monday, September 28</td>
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<td>Friday, October 2</td>
<td>School Year Late Registration Ends at 12pm noon ET</td>
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<td>Late Registration Students Begin Classes</td>
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<td>Thursday, October 8</td>
<td>National Student Day</td>
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<td>Monday, October 12</td>
<td>Ballet Hispánico Closed: Indigenous Peoples' Day (No classes)</td>
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<td>Saturday, October 24</td>
<td>Last Day for Students to Transfer Classes</td>
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<td>Monday, October 26-Monday, November 2</td>
<td>School of Dance Halloween &amp; Dia de los Muertos Week</td>
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<td>Sunday, November 1</td>
<td>Fall Back: Daylight Savings Time Ends</td>
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<td>Tuesday, November 3</td>
<td>Ballet Hispánico Open: Election Day</td>
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<td>Tuesday, November 3</td>
<td>2nd Quarterly Payment Due</td>
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<td>Wednesday, November 11</td>
<td>Ballet Hispánico Open: Veterans Day</td>
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<td>Thursday, November 26-Saturday, November 28</td>
<td>Ballet Hispánico Closed: Thanksgiving Break (No classes)</td>
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<td>Thursday, December 10-Saturday, December 12</td>
<td>Ballet Hispánico Open: Hanukkah</td>
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<td>Saturday, December 12</td>
<td>Last Day of School of Dance Classes for 2020</td>
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<td>Monday, December 14-Friday, December 18</td>
<td>School Office Open (No Classes)</td>
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<tr>
<td>Saturday, December 19-Monday, January 4</td>
<td>School of Dance Closed: Winter Break (No classes)</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>Monday, January 4- Friday, January 8</td>
<td>School Office Open (No Classes)</td>
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<tr>
<td>Monday, January 11</td>
<td>School Year 20-21 Program Classes Resume</td>
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<tr>
<td>Monday, January 11</td>
<td>Summer Programs 2021 Registration Opens</td>
</tr>
<tr>
<td>Monday, January 18</td>
<td>Ballet Hispánico Closed: Martin Luther King, Jr. Day (No classes)</td>
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<tr>
<td>Saturday, January 23</td>
<td>1st NYC Summer Program Auditions</td>
</tr>
<tr>
<td>Tuesday, January 26</td>
<td>3rd Quarterly Payment Due</td>
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<tr>
<td>Monday, February 1</td>
<td>First Day of Black History Month</td>
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<tr>
<td>Monday, February 15</td>
<td>Ballet Hispánico Closed: Presidents' Day (No classes)</td>
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<tr>
<td>Saturday, February 20</td>
<td>2nd NYC Summer Program Auditions</td>
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<tr>
<td>Weeks of March 8 &amp; 15</td>
<td>TENTATIVE: Visiting Week (All Programs)</td>
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<tr>
<td>Tuesday, March 23</td>
<td>4th Quarterly Payment Due</td>
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<tr>
<td>Saturday, March 27</td>
<td>3rd NYC Summer Program Auditions</td>
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<tr>
<td>Saturday, March 27</td>
<td>Ballet Hispánico Open: Passover</td>
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<tr>
<td>Friday, April 2- Sunday, April 11</td>
<td>Ballet Hispánico Closed: Spring Break (No classes)</td>
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<tr>
<td>Monday, April 12</td>
<td>School Year 20-21 Program Classes Resume</td>
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<tr>
<td>Wednesday, April 21</td>
<td>Administrative Professionals' Day</td>
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<td>Monday, May 3- Friday, May 7</td>
<td>Teacher Appreciation Week</td>
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<tr>
<td>Saturday, May 22- Friday, May 28</td>
<td>TENTATIVE: Parents' Visiting Week for Los Pasitos: Early Childhood Program Only</td>
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<tr>
<td>Saturday, May 22</td>
<td>Last Day of Classes for Encuentros: Open Program for Ages 6 &amp; 7</td>
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<tr>
<td>Sunday, May 23</td>
<td>TENTATIVE: Pequeños Con Sueños: Stars of Tomorrow Showcase for Encuentros: Open Program Classes for Ages 6 &amp; 7</td>
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<tr>
<td>Friday, May 28</td>
<td>Last Day of Classes for Los Pasitos: Early Childhood Program</td>
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<tr>
<td>Monday, May 31</td>
<td>Ballet Hispánico Closed: Memorial Day (No classes)</td>
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<tr>
<td>Tuesday, June 1</td>
<td>First Day of Immigrant Heritage Month</td>
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<tr>
<td>Thursday, June 10</td>
<td>Last Day of Classes for Encuentros: Open Program Ages 8-18 &amp; La Academia: Pre-Professional Program</td>
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<tr>
<td>Saturday, June 12</td>
<td>TENTATIVE: End of Year Recital Technical Rehearsal at Performance Venue for Encuentros: Open Program Ages 8-18 &amp; La Academia: Pre-Professional Program</td>
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<tr>
<td>Sunday, June 13</td>
<td>TENTATIVE: End of Year Recital Performance for Encuentros: Open Program Ages 8-18 &amp; La Academia: Pre-Professional Program</td>
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<tr>
<td>Monday, June 14</td>
<td>School of Dance Closed: Flag Day</td>
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<tr>
<td>Friday, June 18</td>
<td>Ballet Hispánico Closed: Juneteenth!</td>
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**ENRICHMENT**

Ballet Hispánico School of Dance’s Enrichment Program pillars learning opportunities to interact with dance as an intellectual practice and further bridge parallels from the classroom, to the stage, and *beyond*. Events and tailored activities include field trips, master classes, workshops, lecture demonstrations, virtual online series, exclusive performances and *more!*

Descriptions of annual Enrichment Program events have been outlined below. Please be advised that prospective Enrichment Program dates are subject to change. Dates will be shared with all students once confirmed. In addition, some opportunities will not take place this year due to COVID-19.

**Ballet Hispánico at the Apollo Theater/ Performance for Young People (PYP):**
School of Dance ambassadors have the opportunity to perform as part of Ballet Hispanico's *Performances for Young People* at the world famous Apollo Theater. This performance series is produced by BH’s Community Arts Partnerships department and supports performances which commemorate Latin American dance forms and music, engaging large audiences, students, and communities. In addition, the SOD Enrichment program organizes a field trip for students to attend the Company’s Fall Season at the Apollo, as well as an exclusive post performance Q&A and autograph session.

**Flamenco Festival (New York):**
The Flamenco Festival is a leading initiative in the sustainment of Spanish Dance culture in the United States and the international cultural scene. The School of Dance has an opportunity to experience the richness and variety of Flamenco art annually, through this field trip, attending a performance by international, world-class flamenco artists at the New York City Center.

**Hip-Hop Experience Week:**
Students "*pop!*," "*lock!*" and "*drop!*" during this School of Dance Enrichment event which commemorates the
historic breadth of Hip-Hop dance culture and it’s pioneers.

Ballet Hispanico at the The Joyce Theater:
School of Dance ambassadors witness Ballet Hispanico's premiere company at the Joyce Theater for its Spring Season with the opportunity for an exclusive post performance Q&A and photo opportunity with Company members.

I Am Performance Ready Weeks*
“I Am Performance Ready!” weeks are an opportunity for classes to preliminarily showcase choreography to be premiered during our Pequeños con Sueños: Stars of Tomorrow and School of Dance End of Year Recital. Special guests (i.e. faculty, leadership, staff, company dancers, Etc.), coordinated in groups of 2 or 3, observe a portion of classes during these scheduled weeks to provide feedback to support faculty choreographic works, and to guide students in understanding the meanings behind being optimally prepared for performance.

Library Resources
The School of Dance has a library of resources for faculty and students located in the administrative offices on the second floor of the Carriage House. Students may request to check out books and other resources by going to the School Office and asking for assistance. In addition, Ballet Hispánico has a partnership with the New York Public Library for the Performing Arts. The School of Dance will host enrichment activities with the NYPL throughout the year.

Virtual Resources
Resources have been made available for students, parents/guardians, and faculty via the “Resources” tab on the Ballet Hispanico website: www.ballethispanico.org. Any additional virtual resources needed during the time of COVID-19 should be brought to the attention of the School of Dance (school@ballethispanico.org).

Health & Safety Resources
The health and safety of our community; faculty, staff, and students are always of our utmost concern. Ballet Hispánico commits to providing a safe, ample space that has well maintained equipment, sprung flooring, proper ventilation, temperature control, as well as a facility crew that ensures cleanliness and maintenance of our building as a whole.

Ballet Hispánico partners with the Harkness Center for Dance Injuries at the NYU Hospital for Joint Diseases, which is dedicated to providing the dance community with the highest quality injury care and preventative resources. The Center offers many subsidized and free services including orthopedic and sports medicine clinics, physical therapy and athletic training services, and injury prevention lectures and workshops. Families are encouraged to reach out to them for support. The School of Dance will host enrichment activities with the Harkness throughout the year.

NYU’s Harkness Center for Dance Injuries
Dance Clinic
240 East 18th Street (at 2nd Avenue), Suite 21
New York, NY 10003
212-598-6022  • harkness@nyumc.org
**Nutrition:** Please ensure your dancer has what they need to sustain their energy. We strongly encourage you to understand the nutritional needs of the students in order to support their growth and development in their studies. Consult with your doctor about your child’s nutritional needs and remember there is no food available for purchase on site. All students should bring food and water with them daily. Some examples:

- Water bottle
- Fresh fruits and vegetables
- Granola
- Yogurt
- Energy Bars

*It is advised that students steer clear of high sugar foods, breads, candies, and sugary fruit drinks.*

**Dancewear**

Please see a list of dancewear retailers on our website: [Dancewear Retailers | Ballet Hispánico]
PROGRAMS

Los Pasitos: Early Childhood Program (Ages 2-5)
Ballet Hispánico’s Los Pasitos early childhood program for ages 2-5 merges creativity, cultures, and technique. Its curriculum focuses on developing coordination, spatial awareness, and musicality, with an emphasis on each child’s individual self-expression. Students learn proper dance etiquette, explore the wide spectrum of Latino cultures, and build a solid foundation for dance training in a joyful, creative environment.

The Los Pasitos academic year is divided into three segments (trimesters of approximately 10 weeks) each culminating in a Visiting Week in which the students demonstrate their progress in an in-studio showing that the parents/guardians are able to attend. During the Visiting Week demonstration, faculty explains each exercise and the goals of development/desired outcomes embedded within them to the families as the students take the class. Parents/guardians are therefore able to observe their child’s progress first hand. For student understanding, each is asked questions about their favorite aspects of the class they learned within the trimester. Their responses are recorded along with written feedback and assessment on the desired outcomes of the course from the teacher. At the end of the year, the three trimesters of responses are compiled into a record of completion that is given to the students.

NOTE: Ballet Hispánico has worked steadfastly and diligently to develop online standards, teaching practices, and student learning support for all of its programs to ensure its 2020-2021 School Year and continuation of the BH Standard even if classes are forced to be online until we can return to our building.

With consideration of the ongoing state of the pandemic, the institution has decided to offer Los Pasitos 2020-2021 in trimester packages as opposed to requiring students to register for the full 30 weeks. The first trimester is being offered virtually only (no in-person classes), with these safety precautions in mind. The remaining two trimesters are still under consideration as to whether they too will have to be virtual.

Goals and areas of assessment for Los Pasitos students include:

- Physical: Coordination, refinement of gross and fine motor skills, understanding of space and their bodies.
- Social/Affective: Listening, responding, taking turns, working cooperatively.
- Cognitive: Recognizing, recalling, identifying, differentiating, and sequencing.
- Technique: As the early childhood students develop, expectations regarding understanding of dance terminology and the curriculum presented, develops with the goal of graduation into the Encuentros program. Refer to the Los Pasitos Class Descriptions listed on the website.

Los Pasitos Dismissal Protocol: Students in the Los Pasitos: Early Childhood program are dismissed from the classroom one at a time. It is recommended that parents/guardians picking up students in this age group be in the building 10 minutes prior to class dismissal. If a parent/guardian is not present during the dismissal process, the teacher or teaching assistant will bring the student down to the School office for pick up.

Separation: We recognize that children may have a difficult time separating from their parent/guardian at this time in their lives. Please begin to prepare your child for this process before you arrive to the School. On their first day of class, we ask that parents/guardians arrive with enough time for students to become acclimated and ask that they separate expeditiously. If your child has a difficult time with your departure, we will support them as much as possible until they transition. If their discomfort persists, we will call you.
**Moving Up/Progression:** Progression in this program is determined by age to ensure students are in a class that is developmentally appropriate. The age cut off for registration is November 1 for all programs. Students must be of age by November 1.

**Encuentros: Open Class Program (Ages 6-18)**
The Encuentros Program at the Ballet Hispánico School of Dance offers something for everyone. Developed with the highest level of artistic excellence, our program supports dancers interested in taking anywhere from one to multiple dance classes per week. Offering a wide array of classes including Ballet, Flamenco, West African Rhythms, Hip-Hop, Latin Rhythms, Salsa, Jazz, and Tap -- our students can create a tailored schedule to fit their needs.

Encuentros students are regularly assessed during class as well as receive a mid-year written assessment from their teacher. The written assessment or “evaluation” provides a rubric that has been developed specifically for each class by the School Directors. Areas of assessment on the form include 1) attendance, 2) technique, 3) student etiquette, and 4) a comments section where teachers can provide additional feedback along with strategies to support the student in progressing, reaching desired outcomes, and completing the course. Within each section, specific goals such as posture, coordination, precision of movement, knowledge of terminology, motivation, and focus are listed for the class.

Level 2 classes in Ballet, Flamenco, Jazz, and Hip-Hop for students ages 10-18 are available for dancers more experienced in the form. Placement is based on faculty recommendation along with the assessment and approval of the School Directors. Students that have been recommended will be notified via email. Students that have not been recommended, but wish to be considered for Ballet Level 2 are welcome to request placement and are asked to send a written request to schoo@ballethispanico.org.

Recommendations for promotion into Level 2 and/or La Academia program may require further study within the current level to develop strength needed for the physicality of the Level 2 curriculum and better understand the concepts of the technique. It is strongly recommended that students interested in auditioning for La Academia: Pre-Professional Program take at least two ballet classes and one flamenco class a week in preparation.

**La Academia: Pre-Professional Program (Ages 7-23)**
Ballet Hispánico’s Pre-Professional division, La Academia, trains eclectic, versatile dancers who stand out in a competitive field of dance for their mastery of the classical ballet tradition, contemporary techniques, Spanish Dance, and performance skills. This program is designed to support students interested in attending performing arts schools, conservatory/university programs, and/or those pursuing a career in dance.

Level requirements, required clock hours per academic year, and curriculum are carefully curated by the School Directors taking into consideration the artistic goals of the program and desired outcomes alongside health professionals’ recommendations for elite training hours per age group, social-emotional developmental needs, and overall well-being of the student. Each year the program is evaluated based on these standards and updated to ensure leading, world class training of the time. Students are permitted to audition for the program starting at age 7 and are required to take their assigned level’s full course load and required clock hours in
order to participate in the program. Please refer to the website for a complete listing of the training schedule required to complete each level.

New students are assessed by the School Directors via in-person or video audition and placed in levels taking into consideration their ballet, Spanish Dance, and contemporary dance techniques/abilities demonstrated at the time of audition regardless of previous training at other institutions and any transcript the student may present. Student dedication, work ethic, age, social-emotional development, and physical health are determining factors.

Current students are assessed in these same areas throughout the year, with two written evaluations that are sent to the family mid-year and end of year. Completion of the course work does not guarantee level advancement. At the end of the school year, with input from faculty and staff as well as consideration of the student’s two written evaluations, the School Directors make final decisions in determining level placement for the subsequent year which is communicated to families via email after the year-end performance. The directors make these decisions dedicated to ensuring that every student is placed in the level that will be most beneficial for their individual progress, trajectory, needs, safety, and overall well being.

It is always recommended that students in La Academia take the designed full program, however high school and college-aged students that reach Level 5 in La Academia have the option of pursuing the full curriculum or one of three specialized tracks—ballet, Spanish Dance, or contemporary (or a combination of the aforementioned genres). The tracks’ course loads and required clock hours are predetermined and are referred to as Bundles. High school students in Level 4A and Level 4B are also eligible to register for Bundle options but must request prior approval in writing to the School.

All students asking for permission to modify their level’s predetermined schedule must present an academic or religious circumstance that is prohibiting the student from taking the full program. Students that train additionally outside of Ballet Hispánico at a performing arts academic school are also eligible for Bundles if Ballet Hispánico determines course requirements can be substituted with their outside studies.

Students will receive a written record of completion at the end of the program or pending course requirements needed to complete their level.

Families should reach out to School of Dance Artistic Associate, Joshua Winzeler at jwinzeler@ballethispanico.org, should they have additional questions or concerns regarding the program including auditions and the Bundle permissions process. Should a current student need support in confirming dance training hours to their academic school, students are able to request a letter from us which can confirm their schedule and study at Ballet Hispánico by reaching out to school@ballethispanico.org.
STUDENT PERFORMANCES
The Ballet Hispánico School of Dance supports dance training through artistic enrichment, training by world class faculty, high standards of excellence, and performance opportunities. As part of the program goals, all students participate in end of year performances that demonstrate gained skills and knowledge acquired from their academic year study. Encuentros students ages 6-7 perform in Pequeños con Sueños: Stars of Tomorrow and students ages 8-18 in Encuentros and ages 7-23 in La Academia perform in the Ballet Hispánico School of Dance Recital. During designated Visiting Weeks, Los Pasitos students have three in-studio showings that progressively build to develop the students skill and confidence in performing for an audience.

NOTE: Given the current climate of the pandemic, the end of year performances may be in person or virtual. Parents/Guardians are asked to pay close attention to any updates regarding performances so that students feel supported and prepared.

Performance Expectations:
- Parents/Guardians will receive all performance details via email to the one primary email associated with your student. Parents/Guardians are responsible for checking their email that is associated with their MindBody account on a regular basis to stay best informed of all performance updates.
- Students are required to attend all scheduled performance rehearsals that take place outside of regular class times. All such rehearsals are mandatory as they prepare the dancers and their classmates to feel acquainted with the performance space, learn where any entrances and exits will take place, and ensure all costumes are prepped accordingly for the performance. This preparedness goes hand in hand with the performance day, setting the student up and their classmates up for a successful performance experience. Students who miss a rehearsal will not be permitted to perform.
- All performance details including ticketed in-person seating capacities, requirements for rehearsal dress code, and dancer preparation needs for the rehearsal and performance days will be communicated via email prior to the event.
- For specific performances, students will be costumed and required to be in attendance during costume measurement weeks.
- As noted in the attendance policy of this Student Handbook, a student’s opportunity to perform may be jeopardized if they have poor attendance. In addition, excellent work ethic, attendance and punctuality, student engagement, comportment, and consistent preparation are expected throughout the school year and are necessary to be able to perform. Additional performance opportunities for students are determined by School Leadership in coordination with the teacher’s discretion in consideration of the aforementioned expectations.

As any training requires a partnership between family and school, it is strongly encouraged that you consider the impact of your child’s attendance and preparation throughout the year as consistency in this area will affect your child’s participation in performances.