

As of August 21, 2023



**Ballet**  
**Hispánico**  
School of Dance

# STUDENT HANDBOOK

SCHOOL YEAR  
2023-2024



Welcome to the 2023-2024 School Year! We are delighted to have you as a member of the Ballet Hispanico 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.

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

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## OUR MISSION, VISION, GOALS & OBJECTIVES, and THE BALLET HISPÁNICO STANDARD

### School of Dance Mission

The Ballet Hispanico 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 and professional level training as well as classes for the novice dancer. In addition, the School offers adult classes and workshops that provide cultural enrichment and the joy of dance to everyone.

### School of Dance Vision

The Ballet Hispanico 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 Hispanico 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 Latinx 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 and professional training 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 Hispanico Company and Artistic Staff.
- Inspire its students with a close relationship to the Ballet Hispanico 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 Hispanico.
- Provide opportunities and continue to strengthen the effort to recruit students from Ballet Hispanico's community engagement programs to pursue further dance training at the Ballet Hispanico School of Dance.
- Serve as a home, connecting center, and resource for the growing Ballet Hispanico 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 resources for growth and support.

### **The Ballet Hispanico Standard:**

Ballet Hispanico 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 Hispanico 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 Hispanico Standard.

## 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 tentatively scheduled Family Visiting Week in which the students demonstrate their progress in an in-studio or virtual showing that the parents/guardians are able to attend. During the Family 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.

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.

**Separation:** We recognize that children may have a difficult time separating from their parents/guardians at this time in their lives. Please begin to prepare your child for this process before you arrive at 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, and students must be of age by no later than November 1, no exceptions. Ideally the student should meet the age requirement by the first day of the 2023-2024 School Year (September 18), however, we have extended a grace period to November 1. We will not extend beyond this date.

### Encuentros: Open Class Program (Ages 6-18)

The Encuentros Open Class 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, Afro-Caribbean, 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 and through 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 section where the teacher shares comments to 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 and Flamenco 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 Level 2 classes are welcome to request placement and are asked to send a written request to [school@ballethispanico.org](mailto:school@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 and Professional Training Program (Ages 7-23)**

Ballet Hispanico’s Pre-Professional and Professional training program, 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. In addition to world class dance training, the program builds confidence, resiliency, perseverance, and work ethic along with developed skills in teamwork, time-management, and leadership. This program is especially designed to support students interested in auditioning for or already attending performing arts schools and prepares dancers for success in conservatory/university programs, and/or those pursuing a career in dance.

#### **Level Requirements:**

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:**

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 modern/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:**

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 to ensure that every student is placed in the level that will be most beneficial for their individual progress, trajectory, needs, safety, and overall well-being.

### **Schedule Modifications:**

It is always recommended that students in La Academia take the designed full program, however high school and college-aged students that reach Level 5B in La Academia have the option of pursuing the full curriculum or one of three specialized tracks—ballet, Spanish Dance, or modern/contemporary (or a combination of the aforementioned genres).

High school students in levels 4 and 5A must request for any schedule modifications. Any student 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 Hispanico at a performing arts academic school are also eligible for schedule modifications.

### **La Academia: Professional Studies *Pa'lante* Program (Ages 15-25)**

For over fifty years Ballet Hispanico has been a platform for Hispanic, Black, and Brown youth to find their dreams in the dance world. We have made it our mission to shine a spotlight on these talented young dancers, uplifting their voices, and ultimately creating a central place for them on the world's foremost stages. As part of La Academia's Professional Studies division, the *Pa'lante Program* will offer all students the opportunity to study under the unique Ballet Hispanico training model and methodologies.

The program immerses selected dancers into a professional intensive focusing on technique and artistry development through a full-day, comprehensive curriculum which includes but is not limited to daily ballet and contemporary technique classes, master classes in Spanish dance, Screen dance, Latin forms, floor work, improvisation, modern dance, acting, and voice along with professional development seminars on such topics as nutrition, personal advocacy, financial planning and literacy, and other life/work skills coaching.

While focusing on the professionalism needed to succeed in the dance world, dancers will have the opportunity to learn and perform select pieces of Ballet Hispanico's renowned company repertory as well as original works created by accomplished choreographers in the field. Each dancer will have the opportunity to have individualized coaching and mentorship in rehearsals from the director of the program, as well as other members of the Ballet Hispanico artistic team including the Artistic Director & CEO Eduardo Vilaro.

### **Pa'lante Scholars**

As a *Pa'lante Scholar*, selected students are awarded full tuition support to participate in the *Pa'lante Program*, designed to bridge the gap between the pre-professional and professional stages of a dancer's career. Ballet Hispanico is answering the need for more career centered programs that build artistry and leadership for our communities, without the financial burden often tied to professional development. We believe that a talented young dancer should never be held back by financial strain. Removing the financial barrier to professional training will help to ensure that young dancers can pursue artistic careers without the burden of debt. The

impact of this vision will be reflected as dancers are better able to flourish in their artistic careers, ultimately strengthening recognition and representation of talented Latinx dancers in the field.

**Now in its third year, *Pa'lante Scholars* have joined Ballet Hispanico, Complexions Contemporary Ballet, Nimbus Dance Works, Neville Dance Theater, Coredance Contemporary Dance, and more.**

Aspiring *Pa'lante Scholars* must audition. Dancers ages 18-25, who have completed high school, are eligible to audition. If accepted into the program they will receive \$15,000 in scholarship support which covers training, costumes, and performances. Housing is not provided and is the student's responsibility. Classes take place during the day Monday through Friday, with some weekend performances. Dancers are required to commit to the full academic year in order to participate. Spaces are limited to maintain the integrity of a company-life experience and no more than 10 dancers will be accepted.

### **Pa'lante Trainees**

As a *Pa'lante Trainee*, dancers have the opportunity to study under the Pa'lante Program training model with the Pa'lante Scholars. Students will train in a comprehensive curriculum which includes but is not limited to daily ballet and contemporary technique classes, master classes in Spanish Dance, Screen dance, Latin forms, floor work, improvisation, modern dance, acting, and voice along with professional development seminars on such topics as nutrition, personal advocacy, financial planning and literacy, and other life/work skills coaching.

Other **Trainee** opportunities may include learning and performing select pieces of Ballet Hispanico's renowned company repertory as well as original works created by accomplished choreographers in the field. Each dancer will have the opportunity to have individualized coaching and mentorship in rehearsals from the director of the program, as well as other members of the Ballet Hispanico artistic team.

Aspiring *Pa'lante Trainees* must audition. Dancers ages 15-25, are eligible to audition. If accepted into the program, tuition will cover training, costumes, and performances. Partial scholarship support is available. Housing is not provided and is the student's responsibility. Classes take place during the day Monday through Friday, with some weekend performances. Dancers are required to commit to the full academic year in order to participate. Spaces are limited to maintain the integrity of a company-life experience and no more than 10 dancers will be accepted.

### **Pa'lante Apprentices**

As a *Pa'lante Apprentice*, dancers have the opportunity to take select classes in the Pa'lante Program with the Pa'lante Scholars and Trainees. Aspiring *Pa'lante Apprentices* must audition to be accepted into the Pa'lante Program within the professional studies division of Ballet Hispanico's La Academia. Dancers ages 15-25, are eligible to audition. If accepted into the program, tuition will cover training only. Housing is not provided and is the student's responsibility. Classes take place during the day Monday through Friday. Dancers are required to commit to the full academic year in order to participate.

## 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 Recitals*. During designated *Family Visiting Weeks*, Los Pasitos students have in-studio showings that progressively build to develop the students skill and confidence in performing for an audience. For dates, refer to the [School Year 2023-2024 Calendar](#).

### 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 prepared 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 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.

## SCHOOL OF DANCE COMMUNITY EXPECTATIONS

### Student Conduct Agreements

Ballet Hispanico students are expected to adhere to all School of Dance policies as well as demonstrate the highest level of excellence in comportment, focus, self-preparation & care, artist etiquette, and work ethic.

### Parent/Guardian/Family Conduct Agreements

Families are expected to be kind, respectful, supportive, contributing members to the Ballet Hispanico community and work in partnership with all staff and faculty in ensuring their child's best experience at the School of Dance.

### 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:

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

### 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 in the **Conduct Oversight** section of this handbook 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 Hispanico School of Dance. Bullying, inappropriate comportment, defamation, and/or any disrespectful behavior towards the Staff, Faculty, and/or other families at Ballet Hispanico are grounds for immediate expulsion of the parent/guardian and any of their registered family members from the School of Dance.

We promote open dialogue and are happy to meet with our families to provide individual attention and support for student needs. Families should bring any issues or areas of concern to the School Staff as soon as

possible so that we can work together to find a resolution. We encourage families to share their concern via email to [school@ballethispanico.org](mailto:school@ballethispanico.org). Every effort will be made to address concerns in a timely manner.

Families unable to resolve the issue with School Staff may file a grievance (see the School of Dance Policies section of this handbook for more information).

## SCHOOL OF DANCE POLICIES

### Communication

All communication from the School of Dance is conducted via email. The best way to communicate with the School of Dance is by emailing [school@ballethispanico.org](mailto:school@ballethispanico.org). It is the quickest and most efficient way to connect with us as we are often away from our desks supporting classes and students in the building. If you prefer to call, please be sure to leave a message with your name, the student's name, reason for calling, and the best way to respond (phone number or email address). We will work to get back to you as soon as possible. A School of Dance Directory listing of the staff is located at the end of this handbook.

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. At times, the School of Dance shares important updates and event information via the email software Constant Contact. Families will be automatically subscribed when they register. Do not "unsubscribe" as it is an official form of communication of important School updates, and you will be missing necessary announcements by doing so (examples include class cancellations due to weather, end of year performance details, costume measurement details, etc).

Parents/Guardians who wish to communicate any particular student needs (i.e. allergies, learning needs, etc.) that they would like us to be aware of are encouraged to fill out the [Student Needs Survey](#). This survey will be used internally by our staff team to support your child in the School of Dance. This information will be shared to the appropriate faculty to help facilitate and support the student's needs in the class. Participation in this survey is voluntary however, highly encouraged, as the more we know, the better we will be able to support the student and their individual needs.

### Liability/Incident Protocol

Ballet Hispanico 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 Hispanico premises, or at a Ballet Hispanico event, an incident report will be filled out and communicated with the parent/guardian.

### Dress Code

Ballet Hispanico 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 dancer’s form for corrections and guidance to 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](http://www.ballethispanico.org)):

[Los Pasitos: Early Childhood Program Dress Code](#)

[Encuentros: Open Program Dress Code](#)

[La Academia Levels 1A-5B: Pre-Professional & Professional Studies Program Dress Code](#)

**La Academia: Professional Studies Pa’lante Program Dress Code**

guidelines will be communicated via email.

Ballet Hispanico 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). 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.

## **Class & Building Protocols**

### **Building Etiquette**

**Only** Ballet Hispanico employees, registered students, and renters are allowed to enter the building with the following exceptions:

- Guests for organizational events such as School of Dance Family visiting weeks and other planned special events and performances. (See [School Year 2023-2024 Calendar](#) for specific dates).
- Students age 5 and under are permitted to have 1 caregiver enter the building to support with changing in and out of uniform during the check in and out process for class. This access to the building is limited to the first floor designated changing area and bathroom only for the purpose of check-in. Caregivers are required to leave the building once the student is ready for class.

All guests are required to be buzzed in by the Front Desk Receptionist and are required to sign the visitors log to maintain safety in our building. (For more information on check-in protocols, see page 9.) Students are expected to arrive early enough to allow time for the check-in process.

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 Family Visiting Weeks).

Due to space and building safety regulations, no strollers are allowed for use in the building. Foldable strollers may be stored in the 1<sup>st</sup> 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.

Open cubbies are available for students to store their large items such as coats, boots, etc. Students will be permitted to leave bags/items in a single cubby. We highly encourage students to take valuable items such as phones and wallets inside the studio. Ballet Hispanico is not responsible for any personal property left inside the cubbies. Any personal property left in the cubbies will be removed at the end of the day and will be placed in the Lost and Found as a safety precaution. Security cameras are in use and monitor cubby areas that are located in the lobby but **not** in dressing areas.

When using the dressing/changing rooms, 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 dressing/changing rooms. Use provided hooks and cubbies to keep the floors clear of clutter.

Family and gender neutral designated changing areas are located on the 1st floor. Female identifying and male identifying children changing areas are located on the 2nd and 8th floors.

### **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 Lobby Front Desk.

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 or faculty member 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**

**Only Ballet Hispanico employees, faculty, registered students, and renters are allowed to enter the building with the following exceptions:** Guests for organizational events such as School of Dance Family visiting weeks and other special events and performances. Students age 5 and under are permitted to have 1 caregiver enter the building to support with changing in and out of uniform during the check in and out process for class. This access to the building is limited to the first floor designated changing area and bathroom only for the purpose of check-in. Caregivers are required to leave the building once the student is ready for class. All other drop-off and pick-up will take place outside of the 89th Street entrance of the BH building. Families are expected to manage the drop-off and prompt pick-up of their child to and from classes.

### **Arrival**

All students must check in at the front lobby with a BH staff member upon entry and sanitize their hands. Students are highly encouraged to wear masks at all times while inside the building, but it is optional.

- **Los Pasitos: Early Childhood Program** students will be allowed to check in and enter the building no earlier than **10 minutes** prior to their class start time.
- **Encuentros: Open Class Program** students will be allowed to check in and enter the building no earlier than **15 minutes** prior to their class start time.
- **La Academia: Pre-Professional Program Level 1-5** students will be allowed to check in and enter the building no earlier than **30 minutes** prior to their class start time.
- **La Academia: Professional Studies Program** students may arrive at their discretion and proceed directly to the receptionist to check in.

### **Dismissal**

Please see the details for dismissal for each program detailed below. Please note that for students being picked up, parents/guardians are asked to wait outside the front entrance of the building ready to meet their child as they exit the building at the appropriate end time of the child's class. Students will not be permitted to congregate in the building after their classes and should exit the building immediately once class ends.

- **Los Pasitos: Early Childhood Program** and **Encuentros: Open Class Program Ages 6-7** students will be escorted to the front door and dismissed one at a time. Parents/guardians are asked to wait outside the front entrance of the building ready to pick-up their child promptly at the designated end time of the child's class.
- **Encuentros: Open Class Program Ages 8-18, La Academia: Pre-Professional Program Levels 1-5, and La Academia: Professional Studies Program** students are to proceed directly to the front entrance for pick-up or departure once their class has ended. While BH Staff is always present at the front lobby, student departure for these designated levels/programs is not monitored by the School Office. It is the family's responsibility to organize pick-up or unaccompanied departure.

### **Additional Notes for Dismissal:**

- **Students being picked up whose parent/guardian is not present** at the end time of their class should go to the School Office to contact the parent/guardian. Please talk to your child and stress they **should not** wait for you outside if you are late, but head to the School Office for support. Once the School Office has been notified that the parent/guardian has arrived, the student will be allowed to go to the front lobby for pick-up.

- **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.
- **All students 8 and older will be required to sign out before leaving the building. This is to ensure an accurate accounting of people in the building in case of an emergency.**

### **Emergency Procedures**

In the event of an emergency please follow the protocols listed below for a safe and orderly evacuation of the BH building. Remember to stay with your class and teacher or staff member, and to remain calm. Students not in class at the time of an emergency should evacuate with the nearest BH staff or faculty member they can find.

- If you see fire or smoke, immediately inform the nearest BH staff or faculty member.
- Use the stairs to evacuate the building—DO NOT USE THE ELEVATOR.
- In the event of smoke, stay low to the floor, feel all doors with the back of your hand before opening, and close doors behind you to confine fire and smoke.
- Evacuated staff and students will assemble in front of the Sagamore building on Amsterdam Ave. between W 89th and 90th streets.

### **COVID-19 Guidelines**

The health and safety of our students, staff, faculty, and community are of paramount importance to Ballet Hispanico (BH). While COVID-19 is waning, we remain committed to monitoring the latest developments of the pandemic to ensure that we are following appropriate recommendations from health authorities and to proactively implement measures to ensure a safe environment.

The basic recommendations outlined below are intended to assist Ballet Hispanico in providing our dancers and other community members with an understanding of the suggested measures that will be taken to further enhance the health and safety of individuals participating in activities in our building and to minimize the potential for the spread of COVID-19.

Please refer to our website for the current [School of Dance COVID-19 Safety Policies](#).

### **Constant Communication Required**

To ensure the safety of our community as a whole, all students are required to contact the School of Dance Office immediately with any and all COVID-19 related communications including suspected exposure, confirmed exposure, positive COVID-19 test results, etc. If someone contracts the virus, or you or someone close to you is in contact with a person with the virus, or you feel that there may have been any reason your risk of infection may have been compromised, *PLEASE* let the School of Dance Office know immediately by emailing [school@ballethispanico.org](mailto:school@ballethispanico.org). Timely reporting of information is crucial as it impacts our community as a whole and every facet of our operation.

### **Confidentiality**

Ballet Hispanico will respect the privacy and confidentiality of any person who reports an illness. Please be aware that due to the seriousness of exposure to the novel coronavirus/COVID-19, Ballet Hispanico may need to inform others who came in close proximity to an infected person, without identifying the person by name. Ballet Hispanico also may be required to notify governmental authorities, including but not limited to the public health department and the CDC.

## Vaccination

Ballet Hispanico has made the decision that all faculty, staff participating in the 2023-2024 School Year must be vaccinated for COVID-19. Vaccination for students is optional for the 2023-2024 School Year.

See the [Centers for Disease Control and Prevention](#) and [Ny.gov](#) for eligibility.

## COVID-19 Safety Measures

- **Air and Ventilation** - The air conditioning and ventilating system in the Ballet Hispanico building has been upgraded with filters and air flow that are meant to help remove most pathogens, including the COVID-19 virus, from the air.
- **Hand Sanitizer, Facial Tissue, and Disinfecting Wipes** are placed throughout the building and in each studio. Students are encouraged to use these supplies whenever needed.
- **Floors** - The studio floors are cleaned and sanitized daily.
- **Surfaces** - Be conscious of all surfaces. Ballet Hispanico will provide sanitizing wipes. Wipe down surfaces with a sanitizing wipe before and after use – this includes ballet barres.
- **Personal belongings** - Keep personal items brought with you to a minimum. Items should be placed distanced from others' belongings. Do not touch other people's belongings.
- **Restrooms** - All restrooms are cleaned and sanitized regularly throughout the day; however, we urge individuals to be extra cautious in the restrooms. Do your utmost to clean up after yourself. Use paper towels or sanitizing wipes to operate faucets and flushing handles, doorknobs, etc. Students should use the facilities as efficiently as possible and are not to congregate or loiter.

## ATTENDANCE PROTOCOLS

- Anticipated absences must be communicated to the School of Dance office via our website: [Attendance Notification Form](#). **Any absences not communicated will be considered unexcused.**
- 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 from the 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:** Given that Encuentros classes only meet once a week, each absence has a significant impact. Students in this program are only allowed **5 total absences** during the school year regardless of reason for absence. Any absences during the two weeks prior to recital may result in removal of performance opportunity at the discretion of the teacher and School Directors.

**La Academia: Pre-Professional Program Attendance Policy:** When training at such a high level, absences significantly impact progress in the program and should be avoided whenever possible. Students in this elite training program are expected to attend **no less than 90% of the total number of classes** in their assigned level

genre in order to be considered in good standing, regardless of reason for absence. **Please note that certain genres meet fewer times per week, meaning absences impact their training even more greatly.** 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.

**LA ACADEMIA PRE-PROFESSIONAL PROGRAM EXCUSED ABSENCES:** Absences for these reasons will count toward the allowed number of absences but will be taken into consideration for level placements.

- Injury/Illness/Surgery
- Ballet Hispanico-related auditions, rehearsals, and/or performances
- Funeral/Bereavement
- Religious Obligations
- Mandatory Academic Obligations (PSAT practice test, SAT preps, etc.)

**LA ACADEMIA PRE-PROFESSIONAL PROGRAM UNEXCUSED ABSENCES:** Absences for these reasons will count toward the allowed number of absences and will impact level placement and scholarship opportunities for next school year.

- Family Events (Weddings, Birthday Celebrations, Family Travels)
- Appointments (Dental, Vision)
- Auditions, rehearsals and/or performances outside Ballet Hispanico
- Extracurricular Academic Obligations (after-school activities, school field trips)
- Absences not communicated

**La Academia: Professional Studies Program Attendance Policy:** Students in this program are allowed **5 excused absences** and **3 unexcused absences**. Dancers are expected to attend and participate in **all** classes and rehearsals. If conditions arise that preclude being in class or rehearsal, the following guidelines will be adhered to strictly.

**PROFESSIONAL STUDIES EXCUSED ABSENCES:** An absence is considered excused when a dancer emails to report the absence on the **DAY** of the absence.

- Absences for an audition accounts for  $\frac{1}{2}$  an excused absence (2 observations = 1 excused absence).
- Excused absences are granted only if the student emails [rhamilton@ballethispanico.org](mailto:rhamilton@ballethispanico.org), and [school@ballethispanico.org](mailto:school@ballethispanico.org) by **8:30am on the day of absence**.
- After 9:30am, the absence becomes unexcused.

**PROFESSIONAL STUDIES UNEXCUSED ABSENCES:** An absence is considered unexcused when a dancer does not email before 9:30am on the **DAY** of the absence regardless of illness or injury.

Injuries that prevent physical participation in a class:

- If a dancer is injured and unable to take class, the dancer will observe class.
- Class observation accounts for  $\frac{1}{2}$  an excused absence (2 observations = 1 excused absence).
- After four class observations (whether full class or after the barre/floor work), observations will become equal to 1 excused absence.

- Injuries requiring more than three days of rest, will **only** be accepted as excused absences if accompanied by a doctor's note.
- Two copies of the doctor's note must be given: one to the Director of the Program and one to the School Registrar.

A **chronic illness** that keeps a student out for more than three days will be treated in the same manner as an injury and will require a doctor's note to be accepted as excused absences. If chronic injury prevents physical activity for time periods that may jeopardize your training, a conference will be held with the student and the Director of the Program to discuss the course of action in your training and continuance in the program.

The Professional Studies Program attendance policy is stated above. Please note, however, that students will not be penalized for religious absences. Absences for these reasons will not be counted toward the allowed number of absences. Please inform Program Director, Rodney Hamilton, about absences related to religious observation.

## 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.

A student can observe class if they are sick or injured. Parents/Guardians 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 are 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, canceled 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 21, 2023 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 Hispanico 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 should reach out to the School Office by emailing, [school@ballethispanico.org](mailto: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 filling 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, executive leadership will support in ensuring matters are resolved.

## SOCIAL MEDIA

**What is Ballet Hispanico's School of Dance Social Media Policy?** Use of Facebook, Instagram, Tik Tok, 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.

### 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 Hispanico 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 Hispanico, 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 Hispanico'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 be taken down if they are uncomfortable or disapprove of how their work is being presented.

## RESOURCES

### Scholarships

#### 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 predetermined calculator. This calculation will compute the percentage of tuition support your child may receive. Applications can be found at: [Financial Aid Application](#)

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

- Complete the entire length of the program as part of their *Nuestro Futuro* Scholarship Award.
- Attend and perform at Ballet Hispanico events as ambassadors of the organization when requested by School Leadership.
- Meet donors of the program at *Nuestro Futuro* events when requested by School Leadership (i.e. Parent Visiting Weeks, Winter Showcase, BH Company Joyce season, Etc.)
- Attend regular check-in meetings with School of Dance Directors throughout the school year, to monitor student progress, address individual student needs, and offer one-on-one mentor support.
- Display excellent comportment at all times, serving as an exemplary student of the School of Dance.
- Volunteer for the organization throughout the year as requested.

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](mailto:school@ballethispanico.org).

### 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 Hispanico 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](http://www.ballethispanico.org).

For the School Year 2023-2024 Calendar, please click here: [School Year 23-24 Calendar](#), also available via the “School Calendar” tab on the Ballet Hispanico website: [www.ballethispanico.org](http://www.ballethispanico.org).

### Health & Safety Resources

The health and safety of our community; faculty, staff, and students are always of our utmost concern. Ballet Hispanico 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 Hispanico 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 18<sup>th</sup> Street (at 2<sup>nd</sup> Avenue), Suite 21  
New York, NY 10003  
212-598-6022 • [harkness@nyumc.org](mailto: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 Hispanico](#)

## ENRICHMENT

The Enrichment Program at Ballet Hispanico School of Dance offers opportunities to interact with dance as an intellectual practice, bridging parallels from the embodied practices of the dance 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 previous Enrichment Program events have been outlined below. Similar events will take place this upcoming school year. Dates and registration information will be shared with all students once confirmed.

### **Storytelling Event with Author and BH Alum Hanifa Jackson**

During the 2022-2023 school year, our youngest students from Pasitos and Encuentros gathered together virtually with author Hanifa Jackson for a storytelling session of her book *“Jaxan’s Twinkle Toes: The Big Day”*. They engaged in dance activities, participated in a Q&A session, and enjoyed a fun, entertaining, and inspiring time!

### **Ballet Hispanico at New York City Center**

The School of Dance annually organizes a field trip for students to attend Ballet Hispanico’s Spring Season at NYCC. In the 2022-2023 school year, students and families attended one of the season’s performances to see *Club Havana, New Sleep, Sor Juana, and Papagayos*. For this field trip, attendees traveled to the performance from BH with staff and chaperones. Additionally, they obtained a study guide and attended a talk back with Company dancers who shared their experiences in the creation of the work following the performance.

### **Professional Dance Photoshoot Experience**

During the 2022 Fall Semester, our students had the amazing opportunity of working with world renown dance photographer Nir Arieli. Participants obtained their headshots and dance shots through a personalized experience that included guidance and mentorship from the school directors on how to prepare and take advantage of working with a professional in the field. They obtained, as a result, high-quality pictures that served as important elements for dance auditions and presentations.

### **Flamenco Festival Field Trip**

After the last trip in 2019 before the pandemic hit, the first trip back to see New York City Center’s Flamenco Festival took place during the 2023 Spring Semester. The students traveled from the school to City Center with the Spanish Dance Faculty and the School of Dance staff and enjoyed a stunning Spanish Dance performance that provided exquisite music, dance, and singing. Such a great experience to nurture the love and appreciation for the art form!



SCHOOL OF DANCE DIRECTORY		
<b>School of Dance Office</b>	For general inquiries...	<a href="mailto:school@ballethispanico.org">school@ballethispanico.org</a> or (212) 362-6710 Ext. 890
	To report an absence or tardiness...	Fill out this form: <a href="#">Attendance Notification Form</a>
<b>Brianna Figueroa</b> Registrar	For support with registration...	<a href="mailto:school@ballethispanico.org">school@ballethispanico.org</a>
<b>Doreen Miranda</b> Accounts & Scholarship Manager	For support with <b>scholarships, financial aid, credits,</b> and other <b>account issues...</b>	<a href="mailto:dmiranda@ballethispanico.org">dmiranda@ballethispanico.org</a>
<b>Georgina Greenleaf</b> Programs Advisor Early Childhood & Open Program Divisions (Los Pasitos & Encuentros)	<b>Los Pasitos</b> and <b>Encuentros</b> students with inquiries regarding level placement, evaluations, and program specific questions...	<a href="mailto:ggreenleaf@ballethispanico.org">ggreenleaf@ballethispanico.org</a>
<b>Melissa Castañeda Luna</b> Programs Advisor La Academia Lower Division (Pre-Professional Levels 1A-2B) Adult Program	<b>Adult Program</b> and <b>La Academia Levels 1A-2B</b> students with inquiries regarding level placement, evaluations, and program specific questions...	<a href="mailto:mcastaneda@ballethispanico.org">mcastaneda@ballethispanico.org</a>
<b>Nicole Duffy</b> Programs Advisor La Academia Upper Division (Levels 3-5B Pre-Professional & Professional Studies)	<b>La Academia Levels 3-5B</b> and <b>Pa'lante Program</b> students with inquiries regarding level placement, evaluations, and program specific questions...	<a href="mailto:nduffy@ballethispanico.org">nduffy@ballethispanico.org</a>
<b>Cecilia L. Cáceres-Ntiamoah</b>	Associate School Director	To request a meeting with the Directors, please email <a href="mailto:school@ballethispanico.org">school@ballethispanico.org</a>
<b>Rodney Hamilton</b>	Associate School Director	
<b>Michelle Manzanales</b>	Director, School of Dance	

### ACKNOWLEDGEMENT

All students, and parents/guardians if the student is under 18, must acknowledge that they have received, read, and will adhere to the policies set forth in the Student Handbook by submitting their e-signature through the link below.

[SY 2023-2024 Student Handbook Acknowledgement Form](#)

**IMPORTANT: Student and Guardian signatures, acknowledging the reading of the Student Handbook must be received by the School Office no later than Friday, September 8, 2023 in order to begin classes.**