Welcome to the 2021-2022 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 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

COVID-19 Guidelines
The health and safety of our students, staff, faculty, and community are of paramount importance to Ballet Hispánico (BH). We remain committed to closely 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 BH 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.

Since new information and data regarding COVID-19 are rapidly being introduced by the scientific community, it should be noted that guidelines are likely to be updated and changed at a similar rapid pace. This is intended to be a dynamic document. Additional guidance will follow as needed should COVID-19 outbreak conditions change and as new information about the virus, its impacts, and transmission becomes available.

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. Timely reporting of information is crucial as it impacts our community as a whole and every facet of our operation.

Ballet Hispánico has created a Strategic Response Team (consisting of Chief Operating Officer, Joshua Preston, Director of the School of Dance, Michelle Manzanales, and Chief Financial & Administration Officer, Fredrick Pandian) to support contact tracing and to address any and all COVID-19 situations that may arise.

Confidentiality
BH 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, BH may need to inform others who came in close proximity to an infected person, without identifying the person by name. BH also may be required to notify governmental authorities, including but not limited to the public health department and the CDC.

Vaccination
In accordance with the Key to NYC policy, Ballet Hispánico requires all staff, faculty, and students age 5 and older to be vaccinated for COVID-19. Proof of vaccination will be required. Regardless of vaccination status, masks and social distancing are required in the BH building.
Proof of vaccination may include:

- NYC COVID Safe App: [Android] | [iOS]
- Excelsior Pass
- CDC Vaccination Card (or photo)
- NYC Vaccination Record
- An official immunization record from outside NYC or the U.S

If you received the vaccine outside the U.S., you must have an official immunization record that includes:

- First name and last name
- Date of birth
- Vaccine product name (only [vaccines authorized by the WHO] are acceptable)
- Date(s) administered
- Site where the vaccine was administered, or name of the person who administered it

IMPORTANT: Student and Guardian signatures, acknowledging the reading of the Student Handbook and proof of vaccination must be received by the School Office by filling out this link no later than Monday, September 13, 2021: [SY 21-22 Student Handbook Acknowledgement and Proof of Vaccination Form].

Students age 5 and older will not be allowed in the building until proof of vaccination is submitted.

Community Best Practices
We ask that you consider your personal behavior and actions at all times to reduce the risk to our community. Because contracting COVID-19 can happen at any time, we ask you to maintain increased and consistent precautions in anticipation of your participation in BH school year programs.

Consider basic personal hygiene:

- Wash hands regularly for a minimum of 20 seconds with soapy water or use hand sanitizer with a high percentage of alcohol (70% or greater).
- Sneeze and cough into tissues or the crook of your elbow.
- Only use disposable tissues; do not use reusable cloth handkerchiefs.
- When using a tissue to blow your nose, dispose of the tissue in a garbage pail and immediately wash/sanitize your hands.
- Avoid hand to face contact.

Consider limiting your socializing. We ask that you avoid any situations that might place you at risk for outright contact with COVID-19. Unmasked social gatherings in large numbers are very dangerous and should be avoided. Unmasked activities outside your home should be avoided with anyone unknown to you, and with anyone who is known to you who you believe could present a risk of direct or indirect contact with COVID-19.

Mask wearing is simply safer. We recommend that you wear a mask whenever you are in public, in any kind of crowd (even if the crowd is one of personal friends), or when you are in any situation where you think there is a likelihood of COVID-19 contamination. It is essential that everyone self-monitor their personal health.
**COVID-19 PROTOCOLS**

Ballet Hispánico is shifting to a symptom-based approach for COVID-19 protocols. Students and families should always monitor themselves and take note of any new and/or unusual physical ailments that could be symptoms of COVID-19. When in doubt, please refrain from attending class and take an antigen test. BH protocols use antigen test results as they are a more reliable indicator of infectiousness.

**PLEASE NOTE:** If a student is exhibiting potential COVID-19 symptoms, the family will be contacted, and the student may be asked to leave the building.

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**VACCINATION**

In accordance with the [Key to NYC](#) mandate, students ages 5 and older (including Pasitos 2 caregivers attending class) must submit proof of FULL vaccination to enter the BH building for in-person classes.

*Students are considered fully vaccinated immediately after they receive a second dose in a two-dose vaccine series or a single-dose vaccine.*

Please submit proof of vaccination through the [SY 21-22 Student Handbook Acknowledgement & Proof of Vaccination Form](#).

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**MASKS**

It is highly recommended that students wear an N95 or KN95 mask as they provide the highest level of protection according to the [Centers for Disease Control and Prevention](#) (CDC). Fitted surgical masks are the next best option.

Parents and guardians are asked to review the proper way to wear a mask with their students.

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**DAILY HEALTH QUESTIONNAIRE**

Beginning January 10, 2022, all students entering the BH building are required to fill out the [SOD Daily Health Questionnaire](#) in advance, every day they attend class. Students will not be admitted into the building until the questionnaire has been completed.
### NOTIFICATION

Families must do both of the following for COVID-19 related absences and communication:

*COVID-19 related absences do not count toward allowed absence totals*

| 1. Fill out the [Attendance Form](#) for every day absent. |
| 2. Fill out the [COVID-19 Exposure & Contraction Form](#). |

### SYMPTOMS

**What are COVID-19 symptoms?**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19.*

### EXPERIENCING SYMPTOMS AND/OR NOTIFIED OF EXPOSURE

If the student is experiencing potential symptoms of COVID-19—

Take an antigen test.

If the results are negative, the student may attend classes. No proof of results are necessary.

If the results are positive, please notify the School immediately (following above procedures) and see CONTRACTION.

If the student was notified by their academic school that they were exposed to

The student should follow the quarantine, testing, and return timeline set by the academic school.

The student may return to classes the same day they return to school. Please notify the School in advance once a return date is confirmed.
COVID-19—

<table>
<thead>
<tr>
<th>If the student was exposed to COVID-19 in any other setting (household, other activities, etc.)—</th>
<th>Take an antigen test.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the results are negative, the student may attend classes. No proof of results are necessary.</td>
<td>If the results are positive, please notify the School immediately (following above procedures) and see CONTRACTION.</td>
</tr>
</tbody>
</table>

CONTRACTION

If the student tests positive for COVID-19, they are required to stay home and follow the [Ballet Hispánico COVID Positivity Flow Chart](#).

Please notify the School immediately (see above procedures) and a follow up email will be sent from the School of Dance detailing the next steps.

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.

Parents/Guardians who wish to communicate any particular needs that they would like us to be aware of are asked 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.

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

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

Guidelines will be communicated via email.

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 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. 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. (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 and **only** registered students will be permitted inside the building as per our
current COVID-19 Safety Policies. No parents/guardians/caregivers/siblings, etc are allowed inside the building at this time.

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 Weeks).

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.

Open cubbies will be made available for students. Students will be permitted to leave bags/items in a single cubby. We encourage students to take valuable items such as phones and wallets inside the studio. Ballet Hispánico 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 in the 1st floor Family Changing Room as a safety protocol.

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. Coats must be hung on the provided hooks and shoes stored in the cubbies.

**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 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.
COVID-19 Safety Measures

- **Air and Ventilation** - The air conditioning and ventilating system in the Ballet Hispánico 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. Doors and windows will remain open.

- **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.

- **Social Distancing** - Students should make every effort to physically distance at all times and avoid close proximity. Physically distanced squares have been marked in all studios (and social distance floor markings are throughout the building).

- **Floors** - The studio floors are cleaned and sanitized daily.

- **Surfaces** - Be conscious of all surfaces. Ballet Hispánico 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.

- **Elevators** - Capacity in elevators will be strictly limited, please comply with posted signs regarding capacity limits. Students must be patient in waiting their turn to ensure safety in elevators. Transition time has been allotted in the daily schedule to allow for elevator wait time.

- **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. Capacity in bathroom areas will be limited. Students should use the facilities as efficiently as possible and are not to congregate or loiter.

Student Arrival, Dismissal, and Leaving the Premises

In response to COVID-19 new arrival and dismissal processes are being implemented. **Only registered students, faculty, and staff will be allowed into the building.** No parents/guardians nor other guests will be allowed into the building. No exceptions. All 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 are required to have their temperature taken by a BH staff member upon entry and sanitize their hands. Students must wear a mask at all times while inside the building.

- **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 and La Academia: Pre-Professional 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: Professional Studies Program** students may arrive at their discretion and proceed directly to the receptionist to check in, have their temperature taken, and sanitize their hands.

- **Temperature checks** are required for all students and must be 99.5 degrees Fahrenheit or lower to enter the building for in-person classes. Students with a temperature over 99.5 degrees Fahrenheit, will be instructed to depart the building immediately.

- **Students sent home due to high temperature** should email school@ballethispanico.org to communicate they have arrived safely home. Parents/guardians of students sent home that are unaccompanied will be notified by the School.
Dismissal
Student departure will not be monitored by the School Office, it is the family’s responsibility to organize pick-up or unaccompanied departure. If students are 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** 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, La Academia: Pre-Professional Program, 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.
- **Students being picked up whose parent/guardian is not present** at the end time of their class will be taken to the School Office to contact the parent/guardian. 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.

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.

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 from the program, and/or removal from performance opportunities. The decision to implement a consequence is at the sole discretion of the School Directors.
• We understand that the current climate of the pandemic may mean more frequent absences. Please be safe and stay home when sick. Please note that while we support students putting their health first, absences still impact progression in the program.

**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.

**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 account for ½ an excused absence (2 observations = 1 excused absence).
- Excused absences are granted only if the student emails rhamilton@ballethispanico.org, gggreenleaf@ballethispanico.org, and school@ballethispanico.org by 10:00am on the day of absence.
- After 10:00am, the absence becomes unexcused.

**PROFESSIONAL STUDIES UNEXCUSED ABSENCES:** An absence is considered unexcused when a dancer does not email before 10:00am 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 ½ 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 of Dance.

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 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 23, 2021 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 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, the Artistic Director & CEO, Eduardo Vilaro will support in ensuring matters are resolved.

**SOCIAL MEDIA**

**What is Ballet Hispánico’s School of Dance Social Media Policy?** Use of Facebook, Twitter, Instagram, blogging, and other social media outlets is commonplace. Ballet Hispánico’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 Hispánico. 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 Hispánico 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 Hispánico’s School of Dance or the organization as a whole, as you are personally responsible for what you post.
- **Crediting Ballet Hispánico.** 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 Hispanic’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.
- **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 predetermined 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.
<table>
<thead>
<tr>
<th>Event/Holiday</th>
<th>Notification/Announcement</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>BH Closed</td>
<td>Bilingual event cancelled</td>
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<tr>
<td>Early Bird Registration Ends</td>
<td>Early Bird Registration Ends</td>
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<tr>
<td>School Year 21-22 Registration Opens</td>
<td>School Year 21-22 Registration Opens</td>
<td>School Year 21-22 Registration Ends at 11:59pm EST</td>
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<tr>
<td>Extended SY 21-22 La Academia Audition Ages 7-10</td>
<td>Extended SY 21-22 La Academia Audition Ages 11-14</td>
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<tr>
<td>Financial Aid Scholarship Application Deadline</td>
<td>Financial Aid Scholarship Application Deadline</td>
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<td>School Year 21-22 Registration Ends at 11:59pm EST</td>
<td>School Year 21-22 Registration Ends at 11:59pm EST</td>
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<tr>
<td>Financial Aid/Nuestro Futuro Scholarship/Van Lier Fellow Virtual Orientation 5:30-6:30pm</td>
<td>Financial Aid/Nuestro Futuro Scholarship/Van Lier Fellow Virtual Orientation 5:30-6:30pm</td>
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<td>School Year 21-22 La Academia: Professional Studies Pa’lante Scholars Program ONLY Classes Begin</td>
<td>School Year 21-22 La Academia: Professional Studies Pa’lante Scholars Program ONLY Classes Begin</td>
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<tr>
<td>Los Pasitos: Early Childhood Program Virtual Orientation 5:30-6:30pm</td>
<td>Los Pasitos: Early Childhood Program Virtual Orientation 5:30-6:30pm</td>
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<td>First Day of Hispanic Heritage Month</td>
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<td>Encuentros: Open Class Program Virtual Orientations 5:00-5:45pm Ages 6 &amp; 7 Classes 6:00-7:00pm Ages 8-18 Classes</td>
<td>Encuentros: Open Class Program Virtual Orientations 5:00-5:45pm Ages 6 &amp; 7 Classes 6:00-7:00pm Ages 8-18 Classes</td>
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<td>Ballet Hispánico Open: Yom Kippur</td>
<td>Ballet Hispánico Open: Yom Kippur</td>
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<tr>
<td>La Academia: Pre-Professional Program Virtual Orientations 5:00-5:45pm Levels 1A-3A 6:30-7:30pm Levels 3B-5</td>
<td>La Academia: Pre-Professional Program Virtual Orientations 5:00-5:45pm Levels 1A-3A 6:30-7:30pm Levels 3B-5</td>
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<tr>
<td>National Dance Day</td>
<td>National Dance Day</td>
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<tr>
<td>School Year 21-22 Los Pasitos, Encuentros, and La Academia: Levels 1-5 Classes Begin</td>
<td>School Year 21-22 Los Pasitos, Encuentros, and La Academia: Levels 1-5 Classes Begin</td>
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<tr>
<td>School Year 21-22 Late Registration Begins</td>
<td>School Year 21-22 Late Registration Begins</td>
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<td>Date</td>
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<tr>
<td>Sunday, September 26</td>
<td>Ballet Hispánico’s Block Party</td>
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<td>Friday, October 1</td>
<td>School Year Late Registration Ends at 11:59pm EST</td>
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<tr>
<td>Monday, October 4</td>
<td>Late Registration Students Begin Classes</td>
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<td>Friday, October 8</td>
<td>National Student Day</td>
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<tr>
<td>Friday, October 8</td>
<td>Late Registration Ends at 12 Midnight EST (Grace Period)</td>
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<tr>
<td>Monday, October 11</td>
<td>Ballet Hispánico Closed: Indigenous Peoples’ Day (No classes)</td>
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<td>Tuesday, October 12</td>
<td>Grace Period Students Start Classes</td>
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<tr>
<td>Saturday, October 23</td>
<td>Last Day for Students to Transfer Classes</td>
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<tr>
<td>Monday, October 25</td>
<td>2nd Quarterly Payment Due</td>
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<tr>
<td>Monday, October 25-Saturday, October 30</td>
<td>School of Dance Halloween &amp; Dia de los Muertos Week</td>
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<td>Week of Monday, November 1-Saturday, November 6</td>
<td>La Academia: Pre-Professional Mid-Year Student Evaluation Week 1</td>
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<tr>
<td>Tuesday, November 2</td>
<td>Ballet Hispánico Open: Election Day</td>
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<tr>
<td>Tuesday, November 2</td>
<td>Professional Studies ONLY No Classes</td>
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<tr>
<td>Sunday, November 7</td>
<td>Daylight Savings Time Ends: Fall Back</td>
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<tr>
<td>Week of Monday, November 8-Saturday, November 13</td>
<td>La Academia: Pre-Professional Mid-Year Student Evaluation Week 2</td>
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<tr>
<td>Thursday, November 11</td>
<td>Ballet Hispánico Open: Veterans Day</td>
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<tr>
<td>Monday, November 15-Saturday, November 20</td>
<td>TENTATIVE: Visiting Week for all SY Programs</td>
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<td>Wednesday, November 24</td>
<td>Professional Studies ONLY No Classes (Los Pasitos, Encuentros, and La Academia: Levels 1-5 Programs in session)</td>
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<tr>
<td>Thursday, November 25-Sunday, November 28</td>
<td>Ballet Hispánico Closed: Thanksgiving Break (No classes)</td>
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<tr>
<td>Sunday, November 28-Monday, December 6</td>
<td>Ballet Hispánico Open: Hanukkah</td>
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<tr>
<td>Saturday, December 11</td>
<td>Last Day of Los Pasitos, Encuentros, and La Academia: Levels 1-5 Fall Classes</td>
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<tr>
<td>Monday, December 13-Saturday, December 18</td>
<td>ONLY Professional Studies classes in session (School Office Open)</td>
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<tr>
<td>Friday, December 17-Saturday, December 18</td>
<td>Professional Studies Winter Showing</td>
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<td>Saturday, December 18</td>
<td>Last Day of Professional Studies Fall Classes</td>
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<tr>
<td>Friday, December 24-Sunday, January 2</td>
<td>School of Dance Closed: Winter Break (No classes)</td>
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<td>2022</td>
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<tr>
<td>Monday, January 3-Friday, January 7</td>
<td>School Office Open (No Classes)</td>
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<tr>
<td>Monday, January 10</td>
<td>All School Year 21-22 Program Classes Resume</td>
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<tr>
<td>Monday, January 10</td>
<td>Summer Programs 2022 Registration Opens &amp; Early Bird Discount Begins</td>
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<tr>
<td>Monday, January 17</td>
<td>Ballet Hispánico Closed: Martin Luther King, Jr. Day (No classes)</td>
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<td>Tuesday, January 25</td>
<td>3rd Quarterly Payment Due</td>
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<tr>
<td>Saturday, January 29</td>
<td>1st NYC Summer Program Auditions</td>
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<tr>
<td>Tuesday, February 1</td>
<td>Ballet Hispánico Open: First Day of Black History Month</td>
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<td>Saturday, February 12-Sunday, February 13</td>
<td>TENTATIVE: La Academia: Levels 1-5 Winter Showcase</td>
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<td>Monday, February 21</td>
<td>Ballet Hispánico Closed: Presidents' Day (No classes)</td>
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<tr>
<td>Saturday, February 26</td>
<td>2nd NYC Summer Program Auditions</td>
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<tr>
<td>Saturday, March 5</td>
<td>1st Deadline: Summer Programs Video Audition Submissions &amp; Scholarship Eligibility</td>
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<tr>
<td>Week of March 7</td>
<td>TENTATIVE: Visiting Week for Los Pasitos &amp; Encuentros</td>
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<td>Monday, March 7-Sunday, March 13</td>
<td>Professional Studies ONLY Spring Break</td>
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<td>Monday, March 14</td>
<td>Professional Studies Classes Resume</td>
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<tr>
<td>Monday, March 14-Saturday, March 19</td>
<td>Encuentros Student Evaluation Week 1</td>
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<td>Monday, March 21-Saturday, March 26</td>
<td>Encuentros Student Evaluation Week 2</td>
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<tr>
<td>Friday, March 25</td>
<td>4th Quarterly Payment Due</td>
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<tr>
<td>Saturday, March 26</td>
<td>3rd NYC Summer Program Auditions</td>
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<td>Week of Monday, March 28-Saturday, April 2</td>
<td>La Academia: Pre-Professional End-of-Year Student Evaluation Week 1</td>
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<td>Week of Monday, April 4-Saturday, April 9</td>
<td>La Academia: Pre-Professional End-of-Year Student Evaluation Week 2</td>
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<td>Monday, April 11</td>
<td>Summer Programs 2022 Early Bird Discount Ends</td>
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<tr>
<td>Friday, April 15</td>
<td>Ballet Hispánico Closed: Good Friday &amp; Passover (No classes)</td>
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<tr>
<td>Monday, April 18-Sunday, April 24</td>
<td>Spring Break for Los Pasitos, Encuentros, and La Academia: Levels 1-5</td>
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<td>Friday, April 22-Saturday, April 23</td>
<td>TENTATIVE: Professional Studies Spring Showing</td>
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<tr>
<td>Monday, April 25</td>
<td>Los Pasitos, Encuentros, and La Academia: Levels 1-5 Classes Resume</td>
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<tr>
<td>Wednesday, April 27</td>
<td>Administrative Professionals' Day</td>
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<td>Thursday, April 29</td>
<td>International Dance Day</td>
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<td>Monday, May 2-Saturday, May 7</td>
<td>Teacher Appreciation Week</td>
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<td>Monday, May 16</td>
<td>TENTATIVE: BH Gala</td>
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<td>Friday, May 20</td>
<td>Last Day of Professional Studies Program</td>
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<tr>
<td>Saturday, May 21</td>
<td>Last Day of Classes for Encuentros: Open Program Ages 6 &amp; 7 Classes ONLY</td>
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<tr>
<td>Saturday, May 21-Friday, May 27</td>
<td>TENTATIVE: Visiting Week for Los Pasitos ONLY</td>
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<tr>
<td>Sunday, May 22</td>
<td>TENTATIVE: Pequeños Con Sueños: Stars of Tomorrow Showcase for Encuentros: Open Program Ages 6 &amp; 7</td>
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<td>Friday, May 27</td>
<td>Last Day of Classes for Los Pasitos: Early Childhood Program</td>
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<td>Monday, May 30</td>
<td>Ballet Hispánico Closed: Memorial Day (No classes)</td>
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<td>Wednesday, June 1</td>
<td>First Day of Immigrant Heritage Month</td>
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<td>Thursday, June 9</td>
<td>Last Day of Classes for Encuentros: Open Program Ages 8-18 &amp; La Academia: Pre-Professional Program Levels 1-5</td>
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<tr>
<td>Saturday, June 11</td>
<td>TENTATIVE: End of Year Recital Performance TECH DAY for Encuentros: Open Program Ages 8-18 &amp; La Academia: Pre-Professional Program Levels 1-5</td>
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<td>Sunday, June 12</td>
<td>TENTATIVE: End of Year Recital PERFORMANCE DAY for Encuentros: Open Program Ages 8-18 &amp; La Academia: Pre-Professional Program Levels 1-5</td>
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<td>Monday, June 13</td>
<td>School of Dance Closed</td>
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<tr>
<td>Friday, June 17</td>
<td>Ballet Hispánico Closed: Juneteenth</td>
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### 2022 SUMMER PROGRAMS

<table>
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<tr>
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<th>Event Description</th>
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<tbody>
<tr>
<td>Monday, June 20</td>
<td>SY 22-23 Registration opens &amp; Early Bird Discount for Returning Families</td>
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<tr>
<td>Monday, June 20-Friday, June 24</td>
<td>TENTATIVE: ChoreoLaB for Ages 18+ Week 1</td>
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<tr>
<td>Monday, June 27</td>
<td>Registration for School Year 2022-2023 Opens &amp; Early Bird Discount For Public</td>
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<tr>
<td>Monday, June 27-Friday, July 1</td>
<td>TENTATIVE: ChoreoLaB for Ages 18+ Week 2</td>
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<tr>
<td>Monday, July 4</td>
<td>Ballet Hispánico Closed: Independence Day</td>
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<tr>
<td>Monday, July 11-Friday, July 15</td>
<td>Summer Camps for Ages 3-8 Week 1</td>
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<tr>
<td>Monday, July 11-Friday, July 15</td>
<td>ELEVATE! Summer Dance Boot Camp for Ages 9-18</td>
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<tr>
<td>Monday, July 11-Friday, July 15</td>
<td>We Support Learning! Professional Development for Dance Teachers</td>
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<tr>
<td>Monday, July 18-Friday, July 22</td>
<td>Summer Camps for Ages 3-8 Week 2</td>
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<tr>
<td>Monday, July 18-Friday, July 22</td>
<td>Pre-Professional Summer Intensive Week 1</td>
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<tr>
<td>Monday, July 25-Friday, July 29</td>
<td>Summer Camps for Ages 3-8 Week 3</td>
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<tr>
<td>Monday, July 25-Friday, July 29</td>
<td>Pre-Professional Summer Intensive Week 2</td>
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<tr>
<td>Monday, August 1</td>
<td>Early Bird Discount Ends to the Public</td>
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<tr>
<td>Monday, August 1-Friday, August 5</td>
<td>Summer Camps for Ages 3-8 Week 4</td>
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<tr>
<td>Monday, August 1-Friday, August 5</td>
<td>Pre-Professional Summer Intensive Week 3</td>
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ENRICHMENT

Ballet Hispánico’s School of Dance’s Enrichment Program is nested in 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 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.

Ballet Hispánico at the Apollo Theater/ Performance for Young People (PYP):
School of Dance ambassadors perform as part of Ballet Hispánico’s Performances for Young People at the world-famous Apollo Theater. This performance series is produced by Ballet Hispánico’s Community Arts Partnership Department and supports performances which commemorate Latin American dance forms and music, engaging large audiences, students, and communities. Additionally, the School of Dance annually organizes a field trip for students to attend Ballet Hispánico’s 1st Company’s Fall Season at the Apollo, with an exclusive post performance Q&A and autograph session, during this Enrichment Program opportunity.

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.

Enrichment: Virtual Pop-Up Series
Honoring the enduring commitment of our School of Dance to a vital connection to arts education, and as an in-house resource hub to our student, faculty, and alumni communities, this Enrichment initiative rounds up virtual opportunities and educational resources shared through other dance advocate communities to deepen our resolve to continuously grow in dance, history, and cultural knowledge. This Pop-Up Series includes inspiring articles, fun family events and activities not to miss each month, joyful videos, podcasts, and more!
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 Hispanic 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 tentatively scheduled 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 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 parent/guardian 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. 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 Level 2 classes are welcome to request placement and are asked to send a written request to 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 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.

La Academia: Professional Studies Pa’lante Scholars Program (Ages 18-25)
The Pa’lante Scholars initiative is an innovative, tuition-free professional studies program designed to bridge the gap between the pre-professional and professional stages of a dancer’s career. Ballet Hispánico 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 in turn ensure 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 Latinx dancers in the field.

The program immerses selected dancers into a professional intensive focusing on 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, Latin Rhythms, floor work, 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 Hispánico’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 Hispánico artistic team including the Artistic Director & CEO Eduardo Vilaro.
Acceptance into the *Pa’lante Scholars* program is by audition only. 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 to secure. 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 20 dancers are accepted.

**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 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. With regulations set in place by the state, all studio showings and showcases may need to be live-streamed to adhere to the studio capacity guidelines.

**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 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.
MODIFICATION
Ballet Hispánico reserves the right to modify the terms of this document if necessary for business needs, because of medical developments, to comply with applicable law, or because of changes in the information available regarding the control and treatment of COVID-19.

Acknowledgement
All students, and parents/guardians if the student is under 18, must acknowledge that they have received, read, and will adhere to the Student Handbook by submitting their e-signature through the SY 21-22 Student Handbook Acknowledgement and Proof of Vaccination Form link below.

Students 12 and older must also submit proof of COVID-19 vaccination along with their e-signature of acknowledgment.

SY 21-22 Student Handbook Acknowledgement and Proof of Vaccination Form

IMPORTANT: Student and Guardian signatures, acknowledging the reading of the Student Handbook and proof of vaccination must be received by the School Office no later than Monday, September 13, 2021.

Students age 5 and older will not be allowed in the building until proof of vaccination is submitted.