DANCE DEPARTMENT
HANDBOOK
The following includes information that is relevant to remote learning only.

Every effort has been made to ensure that information provided in this Student Handbook is current and accurate. Please note, however, that policies and conditions are subject to change. This Handbook and the Academic Year Policies documents are available online in their most current form.

Students are expected to comply with all policies and procedures as outlined in this document.

If you have any questions, please contact the Dance Department Office at 860-768-6000, or email dancedesk@hartford.edu.

Website: http://www.hartford.edu/hcd

PEOPLE

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Cameron Whitney, Office Coordinator
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Registrar
hcdbills@hartford.edu | 860.768.4334

Should you need to contact your child’s teacher directly, please contact the Dancedesk (dancedesk@hartford.edu) and request an appointment. Your request will be forwarded to the instructor.

COMMUNICATIONS

Use the Dancedesk for general contacts, information, absence reporting, etc.: dancedesk@hartford.edu

Virtual Dance Bag:
The VDB will be your best resource for information, including links to calendars, schedules, dress codes, and current news and information. Weather-related cancellations will be posted on the VDB. http://www.hartford.edu/hcd/dance/virtual-dance-bag.aspx

- Visit hartford.edu/hcd
- Click on “DANCE” in the top menu;
- Select Virtual Dance Bag from the left hand menu

Student Contact Information:
It is required that we have current and accurate contact information for all students in the program. It is your responsibility to submit this information upon registration on your registration account to ensure that all contact information is current and accurate.
Email: Most Dance Department communications are made via email using the primary email address you submit at the time of registration. Please notify reception of any address changes: dancedesk@hartford.edu, and add this address to your safe sender list.

All enrolled students will receive the Monday Mailer. This contains important school-wide information for both the Dance and Music Departments. If you feel that you are not receiving information from us, please notify the Dancedesk.

Each individual student has an online account that is created at the time of registration. Communications regarding your account, evaluations, and any other pertinent information is attached, and is available electronically.

Direct Mail: Please notify us of any changes in your mailing address: dancedesk@hartford.edu.

Telephone & Emergency Contact Information: Please make sure we have accurate and current telephone contact information.

EMERGENCY & INCLEMENT WEATHER CLOSINGS

In the event of a cancellation or school closing, the website and phone system will be updated immediately. Decisions regarding cancellation of daytime activities are made no later than 6:30 a.m. Decisions regarding cancellation of evening activities are made no later than 12:00 noon.

Families receive an email notification of cancellations, closings, and information regarding resumption of classes and activities. This information will also be posted as a banner on our website.

Please note: Decisions regarding cancellations are coordinated through the University of Hartford. Classes will not be held if the University is closed. Cancellations are not necessarily tied to public school system cancellations. It is understood that there may be times when students and families make independent decisions based on an assessment of weather conditions in their particular locations.

ACADEMIC YEAR CALENDAR

Please access the current calendar for classes, performances, and holidays on the Virtual Dance Bag:

http://www.hartford.edu/hcd/dance/virtual-dance-bag.aspx

- Visit hartford.edu/hcd;
- Click on “DANCE” in the top menu;
- Select Virtual Dance Bag from the left hand menu
REGISTRATION | STUDENT ID | BILLING | TUITION PAYMENTS

Reference the Dance Department Academic Policies document for complete and up-to-date information concerning tuition payments and student accounts.

Billing statements are delivered exclusively by email to the student’s online account. Payments may be made either online, or through mailed check or cash. Please have exact change if you are paying with cash.

Make checks payable to: University of Hartford.

All of your financial transactions should happen through your online student account.

Please note that a student ID number and PIN are required for all online transactions.

For additional assistance and information, call The Registrar’s Office at 860.768.4334, or email hcdbills@hartford.edu.

WITHDRAWAL FROM CLASSES

Request for withdrawal must be submitted in writing to the Registrar’s Office by the parent, guardian, or adult student. Communication with the faculty and staff does not fulfill this requirement. Absences and/or verbal communication are not adequate as a withdrawal notification.

CLASS CANCELLATIONS

Please consult the Dance Department Academic Year Calendar for planned closures.

Schedules are subject to change, and the Dance Department retains the right to modify or cancel classes due to insufficient enrollment. Enrollment may be closed or altered for classes which have reached capacity. Every effort will be made to accommodate the needs of the students affected.

If a lesson is cancelled due to faculty unavailability (i.e. illness or emergency), that lesson will be rescheduled at the earliest opportunity.

Decisions regarding cancellation of daytime activities are made no later than 6:30 a.m. Decisions regarding cancellation of evening activities are made no later than 12:00 noon.

Families will receive an email notification of cancellations, closings, and information regarding resumption of classes and activities.
MEDICAL INFORMATION

Reporting Medical Concerns

Parents, guardians, and students are required to notify faculty and staff of any medical conditions or concerns they are aware of which might affect or impact the student’s participation in classes. This includes allergies, injuries, contagious conditions, etc. To report any medical concerns, contact the Dancedesk. Information will be kept confidential, and is essential to maintaining safety standards and procedures.

Injuries | Recovery | Return to Classes

Students and Parents are required to make faculty aware of any injuries sustained both outside of classes and during classes. It is strongly recommended that students seek medical attention if an injury is recurring and interrupts or limits full participation in classes. Upon being made aware of or witnessing an injury, faculty will file an Injury Report. This Injury Report will indicate requirements for the student’s return to classes (i.e. the need for medical clearance to return to class.) Students are expected and encouraged to observe classes during the time of recovery or modified participation. Each individual situation will be evaluated and discussed in order to develop the most beneficial plan for recovery and return to classes.

ATTENDANCE | ABSENCES | REPORTING

Full attendance is expected in all classes and rehearsals in which a student is enrolled. Should an absence become unavoidable, please notify the Dance Department of the absence prior to class time by calling or 860.768.6000 or emailing dancedesk@hartford.edu.

Should you believe that your child is not feeling well enough to participate fully in class or rehearsal, we recommend that the student observe and take notes.

Students who are either absent or not participating fully in three (3) consecutive classes or rehearsals are required to submit a medical clearance note before returning to classes.

Attendance policy requires that students participate fully in training classes as a prerequisite for participation in rehearsals and performances.

If, in the judgment of the faculty, a student is missing an excessive number of classes or rehearsals, it may become advisable to recommend an adjustment in that student’s training class level and/or participation in rehearsals and performances. The Dance Department reserves the right to remove students from any component of the program due to excessive absences.

TARDINESS

Students are expected to arrive on time and fully prepared for classes and rehearsals. Arrival more than 10 minutes after the scheduled start time of the class or rehearsal may result in the student being asked to sit and observe class for that day.
MISSED CLASS | MAKE-UP CLASS POLICY

The policy concerning “making up” of classes missed by students is posted on the Virtual Dance Bag. https://www.hartford.edu/hartt-community-division/_files/Missed%20Class%20Policy%202019-2020.pdf

DRESS CODE

Adherence to the Dress Code is mandatory. Dress Codes are specified on the Virtual Dance Bag under References. Students who are not properly attired and groomed for class may be asked to sit and observe for that day, at the discretion of the instructor.

Shoes | Warm up Clothing | Jewelry | Body Lotions | Eyeglasses

Ballet technique shoes and pointe shoes must fit properly, with the proper fastenings securely sewn. Drawstrings and ribbons must be secured, trimmed, and tucked away properly. Instructors will provide more specific information at the beginning of the term. Never use safety pins for attaching elastics or ribbons.

The following items are not allowed in classes:
- leg warmers, sweat pants or cover-ups
- skirts (except for Division III Level 6)
- jewelry or watches, with the exception of stud earrings
- lotion, baby powder, or body oils (these can cause damage and slippery patches on the floors)

Hair Guidelines

Specific hair guidelines are listed in the Dress Code document posted on the Virtual Dance Bag under References.

ADDRESSING PARENT/STUDENT CONCERNS

Parents/Guardians who have concerns are encouraged to contact the student’s instructor and request a meeting or conference. Appointments can be made either directly with the instructor, or through the Dancedesk.

STUDENT DISCIPLINARY POLICY

Should an instructor or staff member wish to speak with you concerning student behavior, you will be notified. In the event of an incident occurring in class that the instructor feels is significant and needs to be documented, an Incident Report will be filed and you will be notified of the need to schedule a conference.

Verbal directions concerning behavior and conduct are not uncommon and are necessary for the running of the class. If and when these interactions with faculty, staff or other students are ongoing, unresolved, or become a concern to any of the parties involved, a meeting will be scheduled.

We strive to maintain an open, honest, and respectful line of communication with all students and families.
CODE OF CONDUCT

The Dance Department promotes and strives to maintain an atmosphere of professional conduct, training, and experience. Polite, respectful, and disciplined behavior is expected and required of all students and families. Our school respects and welcomes individual differences in culture, race, ethnic origin, religion, gender, and sexual orientation. Any behavior or action—whether verbal or physical—which is disrespectful, dangerous, threatening, or disregards or demeans the self-esteem of others is unacceptable and will not be tolerated.

Examples of misconduct that are not tolerated include, but are not limited to, the following:

- physical or verbal aggression
- possession, use, or distribution of illegal drugs
- behavior that is deemed to be disrespectful, demeaning, disruptive, threatening, violent or in any other manner unacceptable by faculty and administration.

All students, families, and their affiliates are required to conduct themselves in a collegial and cooperative manner and in compliance with applicable Dance Department and University of Hartford policies, as well as State, Federal, and Local laws. The Dance Department reserves the right to discontinue services to any student, at any time, including expulsion for all Hartt School activities. Services are subject to a pro rata refund as deemed appropriate by the Hartt Dance Department.