

The Lois Cowles Harrison Center for the Visual and Performing Arts

Dance Department

2021-2022

Dear Parents,

Congratulations to you and your son or daughter for their acceptance into this highly competitive program. It is a testament to their potential and your support.

The students work very hard to reach their artistic, technical and academic potential here at Harrison. Their dedication, work ethic and creativity speak to their success no matter what life path they follow.

The faculty works very hard to provide excellent training, performance opportunities and national guest artists to maximize your student's potential.

The Dance Department Rules and Regulations will be distributed on Tuesday August 10, 2021 and reviewed in class with all students. Please read with your student all the way through. It contains important departmental information. Sign, date and complete the student contract. It must be returned to the DANCE DEPARTMENT by Friday, August 13, 2021

Thank you in advance for your help and support in making this year our very best.

Sincerely,

Shelley Bourgeois
Susan Olson

PARENTS

In an effort to help our department run smoothly and efficiently we will need your help!

1. There is a mandatory costume cleaning fee of \$20 per student. This will insure that all our costumes are properly maintained. This is due by Friday, September 3rd. Please make checks payable to the Harrison Parent Association for the Dance Dept Cleaning.

2. Fundraising is necessary in acquiring the utmost professional guest artists, costumes, sets, lighting designers and participation in a variety of other projects. We ask any parent who may have a good fundraising idea to contact Mrs. Bourgeois or Ms. Olson at 499-2855 or by email at shelley.bourgeois@polk-fl.net and susan.olson@polk-fl.net.

3. Each parent is responsible to pick up their student within 15 minutes of the completion of rehearsal or field trip. If you are carpooling with another student in a late pick up or after a late tech rehearsal, please advise Mrs. Bourgeois or Ms. Olson 24 hours in advance in writing. This is for the safety of all students, staff, and chaperones.

Parents and Students

Rules and Regulations

1. Dress quickly! You will have 5 minutes after the tardy bell to be in the studio. **No Exceptions!** Tardiness is defined as the following:
 - a. By the Bell. Students must be in the Dance Department by the bell.
 - b. In the classroom, dressed in appropriate attire and ready for class, within 5 minutes of the bell ringing and prepared for class.
2. Tardiness will be reprimanded as outlined below:
 - a. 1st Tardy results in Student Warning
 - b. 2nd Tardy results in parent contact by email, phone, or letter
 - c. 3rd Tardy results in Detention assigned by teacher
 - d. Subsequent tardies result in additional discipline and referral is issued

3. Everyone is required to take class. Dance is a physical art. If you are unable to take class due to a documented serious injury, a note from your doctor is required. An alternative assignment will be given to you. If you are too sick to participate in class then you are probably too sick to be at school. When ill, students are required to go to the clinic.
4. Upon entering the studio prepare quietly for your class. No talking in class except to ask questions to your teacher.
5. No jewelry except stud earrings without dangles.

Hair must be in a neat, ABT® bun on the crown of the head (more commonly known as a Balanchine bun. pulled straight back – no parts) for ballet. There is scientific research and reasoning regarding the placement of the bun at the crown of the head and its effect on proper bone alignment. If a student is sent back due to inappropriate hair they must return in a timely manner as points will be deducted for time out of the room. If a student refuses to meet the expectation for dress or hair It will affect their grade and the parent notified. Hair must be secured up and out of the face for modern.

6. No legwarmers, sweatpants or sweatshirts in ballet class. For modern students may wear sweats for only floor work at the beginning of class.
7. **Attire-Ballet:** Ladies- Black leotards, pink tights or flesh tights, white elastic waistband, pink or flesh ballet shoes.
Men- black tights or black shorts, white or black form fitting top, white elastic waistband and white, flesh or black shoes.
Modern: solid black leotard and tights or shorts.
8. *You must be prepared for all disciplines of dance at all times.* Class may change due to unforeseen circumstances. Please check the board daily. If you are unprepared, it may be reflected in your grade.

ALL ATTIRE MUST BE IN GOOD CONDITION!

ATTENDANCE

1. You must be in class to receive a grade.
2. It is the student's responsibility to ask for makeup work.

Please see Code of Conduct concerning absences.

CLASSROOM ETIQUETTE

- The classroom is your performance hall. Using energy produces more energy. Being easy on yourself diminishes the desired results. It is a wonderful feeling to complete your class or rehearsal knowing that you have done your best.
- Every class is a performance and all combinations must be completed whether or not it has gone well. You must never walk off the floor before finishing the step (except if injured). Take a mental note of all corrections and go over them in your mind after each class so you do not have to be corrected again for the same thing. Progress will be amazingly fast if you do this.
- Communication from teacher to students should be respected by all in a classroom environment. The majority of corrections will apply to all pupils in a similar situation. Observe other students, learn from them. Apply the information given whether in general or in particular. The classroom environment is where you will learn to love the process the frustrations as well as the achievements.
- Classes should be joyful and not seen as an obligation. You should be able to work by yourself without a teacher insisting that you work. Self-discipline is the only discipline. If class is something you look forward to each day, then you will be spending your energy wisely.
- When you feel lethargic and “**not up to it**”, that is the very day that you have the greatest learning opportunity. Your effort will provide you with a feeling of accomplishment. There is no room in the class to think how tired you are. Professionals will tell you that the second you appear on stage, pain and fatigue disappear. The love of dance takes over.

CLASSROOM PROCEDURES

1. Bring all required materials for class-dance clothes, shoes, notebooks, pen, pencils and books. Students must be prepared for class (i.e. appropriate, dress, shoes and hair for the discipline they have that day). **A student without the proper attire may be asked to dance in their clothes.** Reoccurring instances will be as insubordination and the student will be given a referral to Mrs. Polly.
2. Respect all classroom rules concerning etiquette. This applies to talking or asking questions at inappropriate times, leaning on ballet barres, leaving the room without asking for permission, etc...
3. Lock your up all valuables!!! Purses may also be left in the corner of the studio. All lockers must be locked when not in use for changing.
4. No gum, food, drinks, aerosol spray or perfume are allowed in the dressing room. No gum, food, drinks (other than water in a clear container) is allowed at Harrison. **Absolutely no lotion anywhere on the body is allowed in the studios.** Failure to follow this rule will result in loss of dressing room privileges! The length of the duration is at the teacher's discretion.
5. No grooming in class. Hair must be properly secured before entering class.
6. Shoes will be placed neatly in the shelves provided in the hallway. Failure to follow this rule will result in loss of dressing room privileges! The length of the duration is at the teacher's discretion.
7. Lockers must be kept free of any writing or any permanent markings including hooks that leave marks of any kind. Failure to follow this rule will result in loss of locker privileges! The length of the duration is at the teacher's discretion.
8. Due to performance preparation in class, students sometimes must work on their own. You may not under any circumstances leave the assigned work area. You must remain on task. If an instructor comes in and you are not working, it will be reflected in your grade.

Dance Building

The utmost respect will be expected at Harrison in every area! Any behavior that results in property damage will immediately be dealt with by the administration.

1. Pick up after yourself. Articles left lying around for more than a week will be discarded.
2. Screaming, yelling and loud behavior are not permitted in the hallways and locker room. Remember your behavior on a day-to-day basis may determine your being cast in a work.
3. Students are not allowed to eat anywhere in the building (including the dressing rooms!), Period! Maintain a clean locker area. Any student failing to follow this rule is in jeopardy of losing locker privileges.
4. Do not affix any papers, pictures or posters to any painted surface or door in the Harrison Facility. Please treat your beautiful new space with care, respect and love!

Rehearsal

1. It is mandatory to attend rehearsals when called upon.
2. Rehearsals are normally scheduled from 2:20-4:40 p.m. However, this may be altered at times due to unforeseen situations. Flexibility is required. Failure to attend a rehearsal without prior permission from the choreographer may result in being dismissed from the work. Also, repeated tardiness may have the same result. These decisions are left entirely up to the individual choreographer. Students must arrive at rehearsal on time in appropriate shoes and attire with a good attitude. See your choreographer for requirements.
3. On occasion rehearsals may be scheduled outside the regular rehearsal period. The students will be provided with at least 48 hours' notice of said rehearsals. It is the parents' responsibility to pick up your student within 15 minutes of the end of rehearsal. Failure to pick up your child on time may result in your students being dismissed from that work.
 4. Harrison School for the Arts rehearsals are **co-curricular**, not extra-curricular. This means that they are part of the school curriculum and are a requirement. Please remember that commitments with any other after school

activity must come second on your priority list when rehearsals begin. Dual –Enrollment falls under this category as well and is communicated as such by guidance.

5. It is a students' responsibility to schedule work, doctor appointments and outside activities so they do not interfere with rehearsals and performances.
6. If you know of any other conflicts, a written note signed by a parent must be given to the choreographer two weeks in advance of the particular date.
However, it is still at the choreographer's discretion whether or not to excuse the absence. The absence may be excused, but the role may be recast as necessary to complete the artistic work for both the cast and choreographer.
7. Cell phones are not to be seen nor heard during the school day and rehearsal period. **See Code of Conduct.**
8. Students should constantly check the bulletin board daily for new information. Most prevalent are the rehearsal schedules. To miss a rehearsal because this was not reviewed may lead to a dismissal from a work. Dismissal from a work will be reflected in your grade.

Performances

1. As audience members, do not talk to friends, yell, scream or cheer during performances. Always dress nicely. Do not put your feet in or on top of the seats. Gum chewing is not permitted and will be reflected in your grade!

Juries

1. Performance juries are required at the end of each academic semester. Specific criteria will be given for each level. The juries are used as a class grade and as a performance standard for retention in the Dance Department. In the post mid- year jury conference each student will be given a progress monitoring report which will indicate any concerns in technical growth. Each student is placed in the level where the maximum potential for learning occurs. It is not unusual for a student to be assigned the same level for 2 years to allow their bodies time to address all the needs for maximum potential. Students predicted level for the next school year will be assigned at the end of the 2021-2022 school. A placement class is held at the beginning of each school year to ensure that the student is in the appropriate level. If the student's technical level has changed,

every effort will be made to accommodate the student. Academic availability will also be considered in deciding the best course of action.

2. If a student fails a jury, that student will be placed on artistic probation. The student will have one term to correct the artistic deficiencies. If the student fails the second performance jury, he/she may be recommended to the administration for dismissal and returned to their regular zoned high school. Artistic probation is an indication that the student is not meeting the minimum standards of the department.

They will be counseled and given a specific task to meet the criteria for retention in the department. If you are on an artistic probation, you may or may not perform for the duration of that term. You will be given other tasks including backstage work and must attend all rehearsals.

Audition Procedures

1. Auditions are mandatory unless otherwise stated. All students must attend or their grade will be affected.
2. Audition criterion is determined by the choreographers and will vary from work to work.
3. Cast lists are posted on the call board. Students are not to make fuss over whether they are selected or not. Public display of disappointment, as well as gloating, is considered in bad taste.
4. If you are cast or placed on a crew, you must accept the assignment.
5. Performance Opportunity at the Lois Cowles Harrison Center for the Visual and Performing Arts is an integral portion of the fine education you been given and is mandatory. This includes School Performances and any opportunity afforded you to represent the school whether it be gala, school, county, state or national performances or fundraisers.
Exceptional circumstances can be addressed and are subject to review by the dance faculty.
6. You are responsible for remembering material taught in rehearsal. This is part of your grade.
7. While at rehearsal you are expected to remain quiet and focused, particularly when you are not working. This is also part of your grade. Excessive talking may result in dismissal from the production. Bring homework or other reading material to rehearsal to occupy your time while the choreographer is

working with others. Any behavior problems exhibited at rehearsal may result in dismissal from the production.

8. No one is allowed to leave the building during rehearsals or performances. Rehearsals are closed unless otherwise stated.
9. Students must speak directly to the choreographer and teacher if an unforeseen event occurs during tech and performance.
10. Individual choreographers may have additional rules that students are expected to follow.

Performance Requirements

1. Performance is a privilege. Each student will be given the opportunity to be cast. To be cast the student must meet the technical, artistic, and aesthetic requirements of the choreographer. As each choreographed work requires different levels of dancers, there is no minimum or maximum number of pieces that a student must be cast in. To keep the role, each student must act professionally with great etiquette and consistently demonstrate a conscientious work ethic and show artistic progress. Some works may be level appropriate, and some works may require a cast with many levels represented. Works requiring different levels of dancers will be cast only by audition and your performance in the audition. You must be at the audition to be considered.
2. All students, whether performing or not, are expected to be at all performances, on time, without exception. Dancers call time may vary from performance to performance. It is also expected that all students arrange to stay after the last performance to help strike the stage and roll up the marley floor. Cleaning lists will be posted on the callboard. Everyone is given an assignment. **IF YOU LEAVE STRIKE BEFORE DISMISSAL, YOU WILL BE PUT ON ARTISTIC PROBATION AND GIVEN A ZERO FOR YOUR GRADE.** If you are already on artistic probation and leave strike without permission you may be recommended to the administration for dismissal.
3. Students are expected to follow appropriate etiquette within the rules on and off the stage. This means proper dress, makeup, attitude, stage

presence and willingness to follow directions. Improper costume care will be reflected in your grade.

4. If you are not performing in the performance, you will be assigned to do one or more of the following equally important jobs:

Backstage dresser

Usher

Set construction

Backstage technical work

Building costumes

Run errands related to the show

Concert Assistant

**The Lois Cowles Harrison Center for the Visual and Performing Arts Dance
Department**

2021-2022

I have read and agree to follow the rules and regulations set forth in this document. I have read my son/daughters tentative dance calendar. I am aware of all required rehearsal dates for rehearsal weekend, tech weekend and performance week. I acknowledge that failure to comply may result in probation, dismissal or be reflected in my grade.

student signature/email/phone/date

parent signature/email/phone/date

Class Schedule

Period	Teacher	Room	Subject
1			
2			
3			
4			
5			
6			
7			
Lunch			