

# **HATHAWAY ACADEMY OF BALLET** **2022-23 GENERAL POLICIES**

## **ACADEMY POLICIES**

Policies and Procedures are for students and parents registered during a school year.

### **PLACEMENT**

To ensure the highest quality of training for each student the directors will decide the proper class level. Placement in levels is based on the academy curriculum and consideration of prior training, natural ability proper ballet physical condition, technical aptitude and proficiency.

### **POINTE PLACEMENT – Division IV**

Is at the discretion of the academy artistic directors with faculty consultation. Pointe Placement is determined after careful evaluation of general physical strength of a student's legs, feet, ankles, hip-rotation, abdominal and back strength. Three ballet technique classes per week are required for Pointe. Modern dance is highly encouraged to help develop more strength in the torso and overall coordination.

### **ATTENDANCE**

Students are expected to attend all of their classes and to be punctual. Consistency is essential for the dancer's ability to develop proper technical skills and progress. Please contact us with absences.

### **Tuition & Class – Please see the Tuition rates and polices on website**

### **Make-up Policy**

Any missed classes can be made up in current class level or class level below any time during the school year

### **GENERAL SAFETY**

- For the privacy of all students, video and photos are not permitted during class.
- Please do not post others children on social media. No body lotions or hair oils should be applied before class, these make the floor slippery.
- Prompt retrieval of your child is appreciated. Students are asked to remain in the Academy lobby and not outside while waiting for rides.
  - Students should wear cover-ups and street shoes when coming to and from the studio.
- Young students are not allowed into the dance rooms without an instructor present. Children are not allowed to play in empty dance studios.

### **LOBBY RULES**

The studio lobby is limited in space and need to keep it available for dancers to wait, visit, and warm up prior to class We ask that parents and siblings of dancers not linger in the studio while your child is in class. We will have staff to greet your child at the front door and guide them to the correct classroom. Parents may check in on the class however we ask that you wait until all students are in class. Please only 1 parent at a time.

### **PARENT OBSERVATION**

Parents are invited into the studio to watch their child's class during the Academy's designated parent observation week. Parents will observe students in their regular class setting and instruction of the curriculum, in order to gain a greater understanding of their child's classical ballet and dance technique training regimen.

Video and photographs are allowed.

### **PARENT CONFERENCES**

Children's Division & Student Training Division - Directors/instructors will contact you to set up a meeting if your student is having any difficulties with the curriculum. Students and parents in Levels VII through Pre-Professional Division will be scheduled for an annual conference to discuss progress and goals. If you desire to discuss the progress of your dancer, please contact the office to set up a meeting with their instructor(s) and the Directors. Please do not interrupt the instructors between their classes and/or keep them late after class to engage in conversation about your child's progress, as they are needing to focus on class preparation. If you have any concerns or questions about your child's dance class placement, progress, please email or call to schedule an appointment. Directors will be present at all parent/teacher meetings. We care very much about your child's progress and future in dance, and want to develop an honest and authentic relationship with the students in their talents and abilities.

## **PRIVATE LESSON POLICY**

The Academy does allow the faculty to offer private lessons to the students in the Academy. We encourage this extra enhanced training however it does not replace regularly scheduled classes. All requests for private lessons are arranged in the online private lesson portal. The directors will approve all requests for the faculty and all schedule lessons will be placed on the studio calendar.

To schedule a private lesson with one of the HAB Faculty please follow  
Please see Private Lesson Scheduling Policies and Procedures on the academy website  
[info@hathawayacademyofballet.com](mailto:info@hathawayacademyofballet.com).

## **TEACHER/STUDENT CONTACT**

The Art of Dance is about Form, Line and Physical Dynamics.

In teaching young student's ballet and other dance disciplines, it is entirely appropriate for a teacher to have a hands-on approach to correct a student's posture, physical alignment, and general body direction.

The Hathaway Academy of ballet faculty will instruct the students in all levels their knowledge with a caring and supportive philosophy, with the best educational practices.

## **STUDENT CONDUCT**

The Academy is committed to maintaining a healthy environment that allows all students to fully enjoy their dance training. By enrolling in the academy, parents and students agree to abide by the following codes of conduct:

- All students will be courteous and respectful to one another, teachers, staff and parent volunteers. The Academy Directors will address concerns with any student whose attitude, discipline or overall conduct is unsatisfactory.
- Students will promptly report any injury or illness that occurs while they are at the Academy to their teacher or Academy Directors.
- Students will arrive and leave with appropriate clothing covering their dancewear.
- The Academy will not tolerate the theft of other student's property. Students who participate in any theft face immediate dismissal.
- Dressing rooms, studios and common area cleanliness must be maintained. Students are responsible for their own belongings. No valuables should be left unattended in the dressing rooms or studios. Personal items left in the dressing rooms will be placed in the Lost and Found for a maximum of two weeks. Items not claimed within that time will be removed from the Academy.
- Students may watch rehearsals or other classes quietly from the viewing window. When watching, dancers should not talk about other dancers in a negative way, and they will move aside when others pass by. Talking loudly in the hallways and lobby, or causing distractions is not appropriate conduct.
- There is no eating or drinking in the dressing rooms or studios. Students may eat or drink in the back hallway being mindful to clean up trash and/or crumbs.

## **NO BULLYING POLICY**

**PLEASE NOTE: WHEN BULLYING IS MENTIONED IN PARENT/DIRECTORS CONFERENCES  
A THIRD-PARTY FACILITATOR WILL BE ASKED TO BE PRESENT IN MEETING**

The Academy maintains a strict no bullying policy. Students who verbally or physically cause harm or threaten to cause harm, who physically or psychologically intimidates another student, name call or harass other students for any reason will be placed on probationary status or may face immediate dismissal from the Academy. The Academy strongly encourages students and/or parents to notify the Academy Directors with their concerns regarding student conduct. In situations of immediate conflict, students must not take matters into their own hands. Academy Directors should be immediately made aware of the conflict to facilitate a resolution to any problems that may arise.

## **GENERAL HEALTH SAFETY**

We ask that if your child is sick with fever, cough, headache, sore throat, runny nose, diarrhea, or vomiting that you please do not bring them to the studio. They need to be symptom free for 24 hours before returning. Students can make up a missed class on another day.

Hathaway Academy of Ballet follows the Center for Disease Control on all Health & Safety Guidelines.