

PLACEMENT PROGRAM POLICY PACKET

dublin DANCE centre & GYMNASTICS

Placement classes are specifically designed for a select group of students at Dublin Dance Centre & Gymnastics. Students recommended into placement level classes have demonstrated their commitment, talent, and desire toward the art form and have chosen to study it with greater intensity. The policies outlined below reflect the expectations for all students involved in our placement programs.

1. Dress Code

Ballet

Students may wear a black leotard; pink footed tights over feet with no holes or runs; pink ballet slippers with elastic sewn; hair neatly pulled back off of the neck in a simple bun, French twist, etc.

Or, white t-shirt or tank; black footed dance tights; dance belt; black ballet slippers -or- white ballet slippers with white socks.

No dangling earrings, necklaces, bracelets/watches or large rings. If jewelry is noticeable it should be removed.

Contemporary*

Students may wear any color leotard; any color/style tights or tight fitting black bottoms; bare feet

Or, any color t-shirt or tank; any color dance tights or tight fitting black bottoms; bare feet.

Hip Hop*

Students may wear any color leotard; any color/style tights or black bottoms; black jazz shoes or dance sneakers for performance

Or, any color tee-shirt or tank; any color shorts or dance tights; black jazz shoes or dance sneakers for performance.

Students may wear any color sneaker for class.

Jazz*

Students may wear any color leotard; black tights or tight fitting black bottoms; black jazz shoes

Or, any color tee-shirt or tank; any color shorts or dance tights; black jazz shoes.

Modern*

Students may wear any color leotard; any color/style tights or tight fitting black bottoms; bare feet

Or any color t-shirt or tank; any color shorts or dance tights; bare feet.

Tap*

Students may wear exercise pants and top in any color. No Street Clothes. Oxford-style black-leather tap shoe for class.

Students may be asked to wear black character tap shoes for performance.

Gymnastics*

Students may wear any color leotard; optional fitted 'bike-shorts' or footless tights, bare feet

Or, any color tank, any color sport shorts, bare feet

**Hair for all art-forms and for all students should be secured away from the face and off the shoulders and neck.*

2. Conduct Expectations

Students in all art-forms are expected to conduct themselves at an exceptional level. In addition to the expectations listed below, students in Ballet will follow traditional etiquette practices.

Toward Teachers:

- Students will refrain from excess talking so teachers may provide feedback and keep class moving.
- Students will present themselves in appropriate dress to keep attention on technique performance.
- Dancers will show gratitude for their instruction by following the traditional reverence of bowing, clapping and thanking the teacher at the end of class.

Toward Fellow Students:

- Students will encourage each other in class and before/after class offering caring support.
- Placement Students must realize they are admired by those in lower levels. This should be graciously accepted and seen as a responsibility to set a good example.

Toward Themselves:

- Dancers/Gymnasts need to take care of themselves in body, mind, and spirit. Good nutrition, proper sleep, and adequate water intake feed the body from the inside. Cross training can help prevent injury from over-training, improve cardiovascular endurance, and boost strength and flexibility to enhance technique.

- Timeliness is essential for technique class. A class is built on the skills presented in sequence. A student needs to be on-time and warmed-up to prevent injury. A warm-up doesn't need to take a long time. Even jogging in place and swinging the arms can increase the heart rate enough to be ready to start class safely.
- Dancers/Gymnasts benefit from positive self-talk as well as encouragement from family and friends. Many resources at DDC&G are available to give a student support and guidance to meet their goals: such as their teachers and the education director.

Toward the Studio:

- DDC&G has worked hard to bring the students the best studio space to use: Floors with a *Marley* covering, floors with-out *Marley*, and the gym must be protected:
 - Please remove street shoes before entering each studio to keep the floors safe and clean.
 - Dance shoes coming into all studios should be clean and free of outside dirt. Even shoes used in performances become dirty from walking around the theatre!
 - For the floors with *Marley*: No bare skin should touch the floor leaving oil- and lotion-residue; it is appreciated if students do not wear lotion as its residue is left behind on the floor. Clear, gel deodorant is preferable because the white flakes do not mop up easily and leave a slippery spot on the floor.
- All students should respect themselves and others by adequately cleaning up their areas and removing trash after eating and preparing for class.

3. Attendance Expectations

- Students in any placement program at DDC&G are expected to maintain a 75% attendance rate during the summer session, and an 80% attendance rate during the Fall session in all required classes. The curriculum is based on 48 lessons beginning each summer and concluding with the June performance. Summer classes begin the curriculum and are required in all Placement-Level Classes.
- Students are expected to arrive on time. To avoid injury, a teacher may not allow a student to continue class if they are 15 minutes late. Pre-Professional level students may be able to perform the necessary warm-up exercises independently and re-join class, but younger students will be asked to sit the remainder of class to protect their bodies from injury.
- Teachers are required to give 5 annual attendance reports (End-of-Summer, week 10, 20, 30 and Show time) to the Education Director of students who have fallen behind in class attendance expectations. Failure to maintain the 80% attendance rate may result in loss of performance privileges or an excusal from the Placement Program.
- Absences are excused for DDC&G company rehearsals and performances, college auditions, for documented summer dance intensives and for ACT/SAT testing days. Students must alert their base teacher of the absence before the scheduled date.
- Please see the Injury/Illness section for further information on absences due to injury or illness.

Make-Up Policy

Students in the placement levels are required to maintain a 75% attendance rate during the summer session, and an 80% attendance rate throughout the fall session. Please use make-up classes to maintain the attendance rate each quarter.

- Students are asked to manage their own make-up lessons as an effort to teach the discipline and time management skills which are applicable to every part of his/her life. In addition, students should try to rectify missed classes as soon as possible. Procrastination will cause panic and stress leading into audition season and is highly discouraged.
- Pre-make-up classes are encouraged. Students may "bank" classes for future absences within the same session.
- Students should use a make-up sheet (provided in the lobby literature boards and/or in the office); the teacher from the class you make-up in will sign and date the sheet. This sheet is then taken to the base-class teacher to be credited in his/ her roll book. Make-up sheets and classes are only applicable to the session they are taken in (within the 48 lessons beginning each summer and concluding with the June performance). It is suggested students keep their make-up sheets with them in their dance bags.
- Make-up classes may be taken in the class-level below the student's base class. Applicable exceptions are listed on the back of the make-up sheet.
- Extended make-ups (more than 3 consecutive misses) must be approved through the education director. Plans for "fall sports" exceptions may be made through the education director.
- No more than 25% of the make-ups for a class may be done in a separate art form. For example, ballet conditioning overlaps with yoga/Pilates. No more than 25% of a dancer's absences from ballet conditioning can be made-up in yoga/Pilates. Teachers have a body of knowledge they are trying to impart to their students each year. Be respectful of your teacher's goals and their lesson plans and make-up your time in the same class you missed, where possible.
- **Make up classes may NOT be taken the following weeks: Bring-a-Friend Week, November/February and May Parent Observation/Participation Weeks, and the final two weeks prior to the June show.**

- Make-ups done for Summer absences are due by **Oct 1st** to ensure that the student is maintaining eligibility for the placement program, and that they are eligible for Nutcracker auditions.

4. Injuries/Illness

Dance and gymnastics require strength, coordination, and flexibility. Unfortunately, injuries do occur when pushing bodies to try new things.

- Sitting out—No student should dance or tumble with pain. Students may need to rest from certain portions of class content in order to protect a healing injury or avoid further injury. However, a student should not sit out more than two times for the same complaint before seeking further assistance. Additionally, a student will not be allowed to sit through the beginning of class and participate at the end of class. A class is built to prepare the body at the beginning of class for what will be expected of the body at the end of class. If a class is started sitting, it must be finished sitting.
- Students are required to maintain an 80% attendance rate to continue taking classes within a placement program. Extended illness or injury can quickly jeopardize this percentage. A doctor's excuse must be presented to the teacher of each placement class in which the student is involved. These classes will need to be made-up when the student is back in the studio. A plan will need to be developed by the Education Director if extended time has been missed.
- If an injury or illness allows a student to be present in the studio, performing exercises or modifications per the doctor or physical therapist, the student will get credit for attending those classes. Some teachers may have additional requirements such as taking notes or writing in a journal, or providing feedback to the teacher at the end of class in order to receive attendance credit.

5. Curriculum Information

At Dublin Dance Centre & Gymnastics, we have a developed curriculum to advance each student safely through our placement program/s. Each level has specific goals around which the teachers develop their lesson plans. The competencies are listed on evaluations and are the criteria for advancement through the placement program. Within each level are multiple classes where teachers can group students according to their current skill set. Each student individually develops their technique. By grouping students with similar opportunities together, teachers are able to focus their lesson plans and students are able to make consistent progress toward their goals.

Evaluations

Students will be evaluated on their progress on each of the competencies at midterm and in the spring.

- The competencies are developed by level not by numbered or lettered class; class titles may change year-to-year according to the demand of the developing students.
- Teachers may meet with each student and their family during Parent Observation Week to present a mid-term evaluation, discuss students' strengths and opportunities, and develop an advancement plan that fits the needs of each student. Please watch for information and sign up in the office.

Level Assignments

Level Assignments will be made each spring. Students will advance when exit competencies for current level have been met. Teachers evaluate students individually and place students together in classes working on similar skill sets.

Summer Probation

Should a student nearly meet all the exit competencies for a level, the teacher may recommend them for a summer probation.

- The teacher(s) will communicate, at year-end evaluation, with the education director to organize terms and conditions of the summer probation with the families. During this time, the student may take extra classes, private lessons, or summer intensives, working on specific skills to reach their advancement goals.
- Near the end of the probationary period, the education director will collect feedback from the teachers to ensure exit competencies for that level have been met and to measure effort, attitude, and attendance. The recommendations based on this information will be communicated with the student and their family, teachers and office staff.
- Should the student not meet the exit competencies at the end of the summer, the terms of probation may extend into the fall. If applicable, the student will perform in the base-level for Nutcracker and understudy the roll of the higher level to learn the material, be available in case of emergency, and gain the experience of learning multiple rolls.

Early Advancement

Students wishing to accelerate advancement may establish a plan and goal set with the Education Director. Absolutely no level changes will be made during the summer class session. This is the inaugural period for new class groupings; teachers will carefully watch students for proper placement and advise as needed for possible level changes.

- In all applicable performances, if multiple classes (levels) are being taken in effort to hasten advancement, the student will perform with their base-level class. Unless all classes per week of a different level are being taken, the student will learn the piece and function as an understudy for the extra classes being taken. Performing with two or more classes needs to be approved by the artistic director and the education director.

6. Audition Criteria

Auditions for the Nutcracker and the June show are held every year in front of a panel of judges from each genre. Judges score students based on their technique and their expression/stage quality for each roll they chose to audition.

- Audition criteria for each roll will be published by the artistic director prior to auditions. This will include the types of technique classes and level recommendations.
- Students must maintain good attendance in order to be eligible to audition: 75% attendance in non-placement classes and 80% in placement-level classes. Attendance is also tracked after the audition date. Students must maintain the attendance standard in order to perform their in class dances and any leads they may have acquired.
- A portion of the total score is an “In Class Score”. This “In Class Score” considers a student’s attitude, effort and behavior along with the percentage score given for attendance.
- All required classes are counted in the eligibility of a student for auditions. For example, if conditioning class is required for a ballet dancer’s base level, the student needs to maintain an 80% attendance rate in that class. The student will not be eligible to audition if the 80% is not met before the audition date.
- Attendance and “In Class Scores” for The Nutcracker are based on the teacher’s reporting of each student’s status in class. If a student’s attendance or attitude/effort/behavior is in poor standing, the student is not eligible for a role.
- Attendance scores for the June show are based on the Fall session only, and are calculated on the student’s exact attendance rate: Perfect attendance is a 10; 80% minimum required attendance is an 8, for example.

7. Communication

Communication is essential and highly encouraged. If a student or parent has a question or needs clarification on any issue, please contact your teacher or the Education Director. The office staff has a current list of emails or will happily request a teacher contact you for a phone conversation. If requested, teachers and/or the education director will plan a face-to-face meeting.

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dublin **DANCE** *centre*
& GYMNASTICS

I have read and agree to Dublin Dance Centre & Gymnastics’ Placement Program Policies. I will uphold these policies in every applicable placement program I am involved with. I agree to contact my teacher or the education director as needed.

Student Name _____ Date _____

Applicable Placement Programs _____

Student Signature _____ Parent Signature _____

Please return this signed form to the office or your teacher.