

2024-2025 PLACEMENT PROGRAM POLICY PACKET

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**

General Guidelines

Hair should be secured away from the face and off the shoulders and neck.

Jewelry should not dangle. A good rule of thumb: If it is noticeable, the jewelry should be removed.

Bottoms include: skin tone tights, form fitting pants/leggings, capris, or knee-length athletic shorts.

Leotards should include coverage which is modest.

Ballet

Girls: Black leotard; pink or skin tone footed tights over feet with no holes/runs.

Hair neatly pulled back off of the face and neck in bun, french twist, etc.

Skirts permitted by teacher choice.

Pink or skin tone ballet slippers with elastic sewn.

Boys: Form fitting white t-shirt or tank; black footed dance tights; dance belt.

Hair out of face and secured.

Black ballet slippers.

Hip Hop

Girls & Boys: Any color leotard, t-shirt or tank; any color bottoms. Any color designated indoor sneaker for class. Black indoor sneakers for performances.

Jazz

Girls: Any color leotard, black tights or form fitting black bottoms.

Boys: Any color t-shirt or tank; black tights or form fitting black bottoms.

Girls & Boys: Black jazz shoes.

Contemporary and Modern

Girls: Any color leotard; any color tights or form fitting black bottoms.

Boys: Any color t-shirt or tank; black tights or form fitting black bottoms.

Girls & Boys: Bare feet

Tap

Girls & Boys: Athleticwear in any color. No street clothes.

Any color oxford-style leather tap shoe for class. Black oxford-style leather or character tap shoes for performances.

Gymnastics and Acro Dance

Girls: Any color leotard; any color bike shorts or footless tights.

Boys: Any color form fitting shirt-tucked in; any color athletic shorts.

Girls & Boys: Bare feet.

2. **Conduct Expectations**

Placement students in all placement level 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:

- Placement students will refrain from excessive talking.
- Placement students will present themselves in appropriate dress code attire to keep attention on technique.
- Placement students will accept corrections graciously and show gratitude for their instruction by following the traditional reverence, clapping and/or thanking the teacher at the end of class.

Toward Fellow Students:

- Placement students will encourage, respect and support each other in and out of the classroom.
- Placement students will 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:

- Placement students will take care of themselves, body, mind, and spirit. Good nutrition, proper sleep, and adequate water intake feed the body from the inside. Training across multiple genres can help prevent injury from over-training. Conditioning classes improve cardio-vascular endurance, and boost strength and flexibility to enhance technique and are required: Ballet, Gym, Acro Dance.
- Placement students will benefit from positive self-talk, their teachers are invested and want to support and guide them.
- Timeliness is essential for technique class/es. A class is built on the skills presented in sequence. A student needs to be on time and warmed-up to prevent injury.

2. Conduct Expectations (continued)...

Toward the Studio Spaces:

DDC&G has worked hard to bring the students the best studio space to use: all flooring (*marley, non marley and gym*) will be protected:

- Please remove outside 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.
- Marley flooring: placement students are asked to avoid wearing lotion and flaky white deodorant as they leave a slippery residue.
- Lobbies & dressing rooms: 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

- Placement students in placement programs are expected to **maintain** 80% attendance in the regular season (75% summer). 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.
- Placement 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.
- Annually, teachers are required to give 5 attendance reports (end-of-summer, week 10, 20, 30 and show time). 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 for: college auditions, death in family, **documented** summer dance intensives and for ACT/SAT testing days. Students must alert their base teacher of the absence before the scheduled date. Any absences beyond these noted here would be addressed individually.
- Please see the Injury/Illness section for further information on absences due to injury or illness.

4. Make-Up Policy

- Placement 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. Pre-make-up classes are encouraged. Students may “bank” classes for future absences within the same session.
- Placement students with attendance below 80% at the time of auditions will not be allowed to participate in the audition.
- Placement students will use make-up sheets (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. When unable to adhere to these guidelines, you are welcome to ask the education director or the art form coordinator for applicable make up class suggestions.
- Extended make-ups including fall school activities (*more than 3 consecutive misses*) will be approved through the education director and/or art form coordinator. These choices may eliminate you from other opportunities at the studio ie. companies, lead roles.
- 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 art form you missed, where possible.
- Make up classes will not be taken the following weeks: *Parent Information/Participation Weeks, and the final two weeks prior to the June show.*
- Make-ups done for summer absences are due by the following October 1st, to ensure the student is **maintaining** eligibility for the placement program, and they are eligible for Nutcracker auditions.

5. Injuries/Illness

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

- Placement students should not dance or tumble with pain. Placement students may need to rest from certain portions of class content in order to protect a healing injury or avoid further injury. However, a placement student should not sit out more than two times for the same complaint before seeking further assistance. Additionally, placement students 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.
- Extended illness or injury can quickly jeopardize the placement students attendance percentage. A doctor’s excuse will be presented to the teacher of each placement class in which the student is involved. A plan for make-up classes will need to be developed by the education director, coordinator of art form/s, and your teacher/s if extended time has been missed.
- If an injury or illness allows a placement student to be present in the studio, performing exercises or modifications per the doctor or physical therapist, the student will get an “observing” credit for attending those classes.

6. Curriculum Information

DDC&G has a developed curriculum to advance each placement 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 placement students according to their current skill set. Each placement student individually develops their technique. By grouping placement students with similar opportunities together, teachers are able to focus their lesson plans and placement students are able to make consistent progress toward their goals.

7. Evaluations

Placement students will be evaluated on their progress on each of the competencies at midterm and in the spring. The competencies are developed by level.

8. Level Assignments

Level assignments will be made each spring. The new level will begin in the summer. Placement students will advance when exit competencies for current level have been met. Teachers evaluate placement students individually and place placement students together in classes working on similar skill sets. We are constantly evaluating placement students for level appropriateness.

9. Non-Advancement

If a placement student does not meet all the exit competencies for a level, the teacher may recommend them to take extra classes. You will be notified by your teacher as soon as the deficiencies are apparent.

10. Accelerating Advancement

Placement students wishing to accelerate advancement may establish a plan and goal set with the art form coordinator. Level changes during the summer class session are rare. This is the inaugural period for new class groupings; teachers will carefully watch placement 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 placement student will perform with their base-level class. Unless all classes per week of a different level are being taken, the placement 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 art form coordinator.

11. Audition Criteria

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

- Audition criteria for each role will be published by the artistic director prior to auditions. This will include the types of technique classes and level recommendations.
- Placement students must maintain good attendance in order to be eligible to audition: **Maintaining** 75% attendance in non-placement classes and 80% in placement-level classes. Attendance is also tracked after the audition date. Placement students must **maintain** the attendance standard in order to perform their in-class dances and any leads they may have acquired. Conditioning is not calculated in attendance scores but must be 80% or higher.
- A portion of the total score is an “in class score”. The “in class score” considers a placement 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 a conditioning class is required for a ballet dancer’s base level, the student needs to **maintain** an 80% attendance rate in that class. The placement 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 placement student’s status in class. If a placement student’s attendance, attitude/effort/behavior is in poor standing, the placement 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 placement student’s attendance rate: perfect attendance is a 10; 80% minimum required attendance is an 8, for example. Summer is 75% or above as well.

12. Communication

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

PLACEMENT PROGRAM POLICY PACKET

I have read and agreed 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, art form coordinator or the education director as needed.

Student’s Name _____ Date _____

Applicable Placement Programs (*circle all the placement art forms you participate in below*):

BALLET MODERN CONTEMPORARY JAZZ HIP HOP TAP GYMNASTICS ACRO DANCE

Student’s Signature _____

Parent’s Signature _____

Please sign and return this form to the DDC&G office