

alaskadance**theatre**  
we are movement

## **Student Handbook**

2011-2012

[www.alaskadancetheatre.org](http://www.alaskadancetheatre.org)  
[facebook.com/alaskadancetheatre](https://facebook.com/alaskadancetheatre)

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### **The Nutcracker**

Alaska Dance Theatre is the local dance coordinator for the Anchorage Concert Association's annual presentation of *The Nutcracker* performed in the Atwood Concert Hall by the visiting company.

The visiting company conducts auditions at the School with rehearsals being conducted by School faculty during the fall rehearsal phase. The visiting company conducts the final rehearsals during tech week in the theatre.

The opportunity to work with a professional ballet company is a privilege and can aid in and inspire the development of any dancer. This production involves a large commitment of time on behalf of both the dancer and the family. Registration packets are available at the school. Registration is required prior to the audition.

### **Showcase**

Most students enrolled in the School Division for the full academic year, participate in the annual Showcase in May. Rehearsals take place during class time. A detailed Performance Packet will be delivered to all eligible participants. There is a \$65 production fee per class, which covers the cost of costumes, make-up, any sets, choreographers, lighting gels, etc. that are part of the production.

### **Alaska Dance Theatre Company**

Alaska Dance Theatre Company is a new artistic brand of professional dancers and apprentices dedicated to the continued development of contemporary ballet and dance forms. Our performances explore the infinite possibilities of movement and visual resources to provide audiences with an enjoyable, transformative, and comprehensive experience.

Attending ADT Company performances is an important part of a dancer's education. Attendance to live events originates an associative link between professionals and students, inspiring our next generation. Performances enable students to learn first hand the appreciation of dance as a fun activity as well as an Art Form.

### **Alaska Dance Theatre Movement Corps (ADT-MC's)**

Alaska Dance Theatre's Movement Corps is a youth program that provides mentorship and performance opportunities to advanced students emphasizing our commitment to community engagement. Enrollment by audition only.

### **MISSION STATEMENT**

Alaska Dance Theatre (ADT), founded in 1981, is the premiere nonprofit dance organization in Alaska. It's mission is to promote dance through professional education, performance and advocacy in Alaska and to provide a recognized artistic element within the dance community for local and visiting artists to expand their creative talent while nurturing discipline, confidence, fitness and the experience of movement. Believing that dance is for everyone, Alaska Dance Theatre strives to keep its programs affordable to a wide range of the population.

### **SCHOOL PHILOSOPHY**

The School is based on classical ballet with a syllabus reflecting a blend of Vaganova, Checchetti, and other Classical Ballet techniques, as well as a variety of contemporary dance styles. Classes are offered for students age 3 through adult. ADT School Faculty and Associate Artistic Director assign appropriate placement of all the students. Our accompanist program provides live piano music for many ballet classes. Workshops with guest teachers and residencies with professional dance companies are offered throughout the season.

The School of Alaska Dance Theatre instructors endeavor to help all students learn dance technique through careful attention to proper alignment as well as anatomical differences and physiological conditions. Pedagogy is introduced at a pace matching the student's ability to physically and mentally absorb the challenge of more strenuous activity. Students and parents should be reminded that dance is an artistic and athletic skill.

### **ABOUT ADT**

A volunteer Board of Trustees governs both the Company and the School of Alaska Dance Theatre. In addition to overseeing the operations of the organization the Board of Trustees is charged with raising funds to assist in keeping the programs affordable to all.

Alaska Dance Theatre is supported in part by contributions from individuals, businesses, corporations, foundations, the Municipality of Anchorage through funds appropriated by the Assembly and administered by the Alaska Arts & Culture Foundation, the Alaska State Council on the Arts and the National Endowment for the Arts.

Alaska Dance Theatre has a genuine commitment to helping each student realize his or her greatest potential.

## **Non-Discrimination**

Alaska Dance Theatre is an equal opportunity school of dance. Alaska Dance theatre does not refuse, withhold from, or deny to a person any of its services, goods, facilities, advantages, or privileges because of sex, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, race, religion, color, or national origin.

## **Faculty**

Alaska Dance Theatre School's faculty comes from many professional dance backgrounds and is dedicated to the success of each student. ADT School faculty members adhere to the School syllabus, while bringing their unique background to the studio, giving students a broad dance education designed to meet the eclectic needs of the dance world today. Please visit [alaskadancetheatre.org](http://alaskadancetheatre.org) for complete biographies.

## **SCHOOL POLICIES AND PROCEDURES**

**Parking.** The parking lot is accessible from Eagle Street. For the safety of the students, please follow the exit and entrance signs. Please use the front of the studio as a **drop off zone** only. Please drive slowly.

## **Dropping Off and Picking Up Students**

ADT Staff is not responsible for watching your child at any time. Please drop off your child in a timely manner prior to class time. Parents are expected to pick up students promptly after classes, rehearsals, or other ADT activities. Please contact the Front Office Staff if you are delayed or anticipate a delay.

## **Lobby Area**

The Lobby is reserved for the placement of coats and shoes, and for quiet activities while waiting for students. Please remain in this area when classes are in session.

## **Student Foyer**

The student foyer is a place for students to begin preparing for their classes or to pursue quiet activities between classes. Please remember to clean up after yourselves and treat this area with respect for others. Running, loud talking or disruptive behavior is not allowed. Internet access is available in this area. Please see the front office for access information. This service is provided free of charge. Please refrain from downloading large files. Downloading inappropriate and/or illegal material or other restricted sites is strictly prohibited. The second floor is administrative offices for company and upper division students.

## **Restrooms**

The restrooms are located on the south side of the Student Foyer. Both facilities have lockers, which can be used on a daily basis. Locks are encouraged, as we are not liable for lost items. The rest rooms have a

## **Security**

Alaska Dance Theatre is not responsible for damage, theft, or loss of personal property on facility grounds. Students should not bring money or other valuables to Alaska Dance Theatre. Lockers are available in the rest rooms. Students are asked to bring their own locks for day use only.

## **Emergency Procedures**

The staff has been instructed in emergency safety procedures. In the event of a catastrophic emergency, staff will accompany the students until a parent or guardian picks them up.

## **Dress Code**

*Please see Dress Code insert*

## **SCHOOL PERFORMANCE OPPORTUNITIES**

### **Student Performance Opportunities**

A professional theatre experience is important to a dancer's education and helps build self-confidence. There are several opportunities for students to take part in a performance experience. It is important to remember that performing in a professional theater requires a high standard of behavior, as we are working with a professional crew and theater staff. Please remember that you are representing the School of Alaska Dance Theatre and must be on your best behavior on stage, in the front of house, backstage and in the dressing rooms.

### **Rehearsals**

Performance is a commitment to choreographer/s, rehearsal director, faculty, and classmates and should be made only after carefully considering a student's ability to attend all scheduled rehearsals. Students who are selected for performance opportunities must be prepared to have rehearsals some Fridays, Saturdays, and/or Sundays during designated rehearsal weeks. Students might not be allowed to participate in a production if rehearsals are missed. Absences due to mandatory academic school trips and/or camps must be submitted in writing as far in the advance as possible. Students may be asked not to participate in the performance, depending on the length of absence for such trips. Rehearsals during production week are mandatory.

### **Favorite Tales & Stories**

Students may audition for Alaska Dance Theatre's Production of Favorite Tales & Stories. FT&S is a collaborative production between the School of ADT and the professional ADT Company Dancers. Rehearsals take place outside of class time. The exposure for students to be a part of this professional production is a great growth and education experience.

### **Class Placement/Promotions**

Students are placed in a level of instruction suited to their technique and comprehension. Advancement from one class level to the next is not automatic. Students often spend 2-3 years in a level.

- ✦ **New or Transfer Students:** An evaluation form is filled out to help our Artistic Staff in making a recommendation for placement. Students wishing to enter the program during the course of the year will be evaluated in a class determined by age and previous experience and then assigned to the appropriate level.

### **Observation Weeks**

Observation weeks are scheduled 3-5 times per school season. During observation weeks please be respectful of all students by minimizing talking and movement. If siblings are observing please make sure that they remain quiet and seated. In studio observation vs. foyer observation is up to the instructor.

**Photos and video are not permitted during observation.**

### **Conferences**

Appointments for conferences with an instructor may be made at any time throughout the year by contacting the Associate Artistic Director. Instructors may request conferences with parents and/or students to discuss issues that may arise during the year. Conferences for Upper Division students will be scheduled twice per year. Parents are encouraged to attend these conferences.

### **Substitute Teachers**

When Alaska Dance Theatre needs to schedule a substitute teacher, they may, on occasion, teach a related dance technique, or dance topics such as history, or nutrition, etc. ADT reserves the right to substitute teachers without notice.

### **Private Lessons, Audition Tapes, etc.**

Individuals may request private lessons, assistance with audition tapes and other artistic assistance through a *Request for Artistic Services form* available in the front office. Guidelines for videotaping are also available. Rates apply.

### **Lost and Found**

All lost and found clothing items are placed in designated lost and found area. Unclaimed lost and found will be donated to a charity at the end of each month.

shower, which is for use by the students and company. Please make sure to clean up after yourself and treat this area with respect for others who use it.

### **Floor Policy**

The studio floors are one of the most important parts of the facility. In order to maintain these dance floors, it is imperative that dirt, scuffs and other non-dance shoe damage is kept to a minimum. For this reason, **NO street shoes** will be allowed beyond the front lobby, including the Student Foyer or any of the studios. Places for shoes & boots are available in the front lobby. Absolutely no food or drinks are allowed in the dance studios.

### **School Calendar**

The School operates on a full 9-month academic year, with a summer session. The School is closed for Thanksgiving week, winter vacation (two weeks), spring break (one week), and some ASD holidays. A listing of important dates is available at the front desk and on line at [alaskadancetheatre.org](http://alaskadancetheatre.org). **Please check frequently for important notices.** Class schedules are available at the beginning of each semester.

### **Emergency Closures**

The School follows the Anchorage Public School closures; if the schools are closed due to an emergency, then our classes will be cancelled. These emergency closures are announced on the radio in the morning. The office will endeavor to update the phone message if at all possible prior to any emergency closures.

### **Rasmuson Dance Library**

The Rasmuson Dance library located on the second floor, offers book and videos about dance-related subjects. These items are available to all dancers and their families. Check out is handled at the front desk. All checked out items must be returned in two weeks. ADT welcomes donations of new or used dance books, videos, or other items that you think other families would enjoy.

### **Registration**

Returning students may register either in person or by phone, beginning as noted in the class schedule. Students new to the School of Alaska Dance Theatre **MUST** register in person during the registration period as noted in the class schedule. New students with previous experience need to fill out an evaluation form and schedule an evaluation class or meeting with the artistic staff.

Students register for the full academic year and payment for the full year (or payment plan option) is due at the time of registration. **Tuition and registration fees are NON REFUNDABLE.**

## **Tuition**

All tuition is due at the time of registration. Students may elect to pay tuition on an installment plan. Payments are due at pre-designated dates listed on the payment contract, which must be completed at the time of registration. All requests for a payment schedule must be approved and completed by the person financially responsible for the student's account. Valid banking information or credit/debit card information must be on file during the duration of the payment plan. Credit/Debit card based plans will incur a processing fee per transaction. If payment is not tendered a late fee will be charged, the student's classes may be suspended, and legal collection procedures will be used, if left unpaid for more than 30 days. If voluntary withdrawal occurs, the withdrawal form must be received by the 15<sup>th</sup> of the previous month, or the next month's full tuition will be automatically charged to the payment method on file.

Financial need scholarships are available for qualifying students. See below for more information.

## **Fees**

- ❖ \$60 registration fee per year per student
- ❖ \$3 per payment for Credit/Debit card based payment plans (no charge for ACH based payment plans)
- ❖ \$30 late fee on all late installment payments
- ❖ \$30 processing fee for each NSF check

**Financial Consideration Policy** ALL TUITION AND REGISTRATION FEES ARE NON REFUNDABLE. There are no refunds for missed classes, unused class cards or voluntary withdrawal from the school. If an emergency or debilitating medical circumstance prevents a student from completing a class, a doctor's written notice will need to be submitted to ADT for financial consideration. All voluntary withdrawals require the completed receipt of ADT's withdrawal form.

## **Scholarships**

The School of Alaska Dance Theatre offers Financial Need/Merit, Teaching Assistant/Teaching Candidate, and Work-Study each semester when funds are available. Applications can be obtained from the front office. Scholarship funds are raised through Alaska Dance Theatre events and donations from local businesses. A committee of artistic and administrative staff determines financial assistance. Class performance, talent, merit, and potential are also considered.

## **Student Etiquette**

School of Alaska Dance Theatre students are expected to conduct themselves in a positive manner at all times. Negative behavior such as yelling, fighting, stealing, destroying, or defacing property, being under the

influence of drugs or alcohol, using profanity or offensive language, being disrespectful, playing pranks or practical jokes, or engaging in horseplay may result in disciplinary action including suspension and/or expulsion from the School. Alaska Dance Theatre does not permit smoking in its offices or studio. Weapons on Alaska dance Theatre grounds are strictly prohibited.

In the studio please:

- ❖ Arrive in time to adequately prepare for class. Lack of proper warm-up could lead to injuries and disrupt class concentration
- ❖ Follow the ADT dress code
- ❖ Raise your hand to ask a question
- ❖ Ask your instructor, not other students, your questions
- ❖ Bring your dance supplies in your dance bag
- ❖ Leave snacks in your dance bag – no eating or drinking in the studios, except closed containers of water
- ❖ No cell phones allowed in the studio
- ❖ Be respectful of the instructor, other students and the accompanists
- ❖ Applaud at the end of class for the instructor (and accompanist)
- ❖ Enjoy your class!

It is extremely important in all aspects of dance training to incorporate the use of touch in order to teach students how their bodies move. If students feel uncomfortable with any aspect of physical contact or touch, they and their parents are encouraged to talk to either the Associate Artistic Director or their instructor.

## **Attendance**

Students are expected to attend all scheduled classes. Consistent attendance allows each student to experience progress, as outlined in the curriculum, and will help the student feel comfortable in his/her classroom environment. Poor attendance may jeopardize a student's placement, performance opportunity, promotion or financial aid. If a student is late to class, participation in the class will be left to the discretion of the instructor. The student may be asked to sit and observe class.

## **Absences & Make-up classes**

Notification is appreciated if a student will be absent from class. Please call the Front Office Staff prior to class time. Students must arrange make up classes through the front office in advance of the class they wish to take.

Make ups are allowed if:

- ❖ There is an appropriate class level available – the same level, lower level or entry level (in a different discipline) classes that are not full;
- ❖ It is not an Observation Week; and
- ❖ It is within the same semester.

## **SUPPORTING ADT**

### **Volunteering**

The Alaska Dance Theatre Board of Trustees is comprised of volunteers who set policy and raise funds. They welcome new members to serve on one or more of their many active committees. Volunteers can also help with chaperoning, costuming, performing events, fundraisers, housing guests, picking up artists at the airport, helping with transportation, receptions, and other possibilities. We value your time working with us to promote dance education and performance in Alaska. Our Ovation Guild is a group of people who find volunteering at Alaska Dance Theatre to be fun and rewarding. Please talk to the front office if you are interested in joining.

### **Contributions and Financial Support**

As a nonprofit taxexempt 501 (c)(3) educational charity, Alaska Dance Theatre accepts contributions in any amount to help support our programs. Your donation can be dedicated to a particular event or program or you can designate it to be used where Alaska Dance Theatre needs it most. Donation forms are available on line or at the front office.