

# Student Handbook

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Anchorage, AK 99503

[www.alaskadancetheatre.org](http://www.alaskadancetheatre.org)

[facebook.com/alaskadancetheatre](https://facebook.com/alaskadancetheatre)

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## WELCOME TO ADT!

Alaska Dance Theatre (ADT) was founded in 1981 and is the premiere non-profit dance organization in Alaska. A volunteer Board of Trustees governs ADT, raises funds, and assists in programming. ADT is supported by contributions from businesses, individuals, corporations, and foundations including: Alaska State Council on the Arts, Atwood Foundation, Municipality of Anchorage, National Endowment on the Arts, and the Block Foundation.

**Mission Statement:** Alaska Dance Theatre is a non-profit organization dedicated to providing the highest caliber of artistic education for dance and theatre arts for all ages in the state of Alaska.

**School Philosophy:** ADT provides training in a variety of classical Ballet styles, including Russian, French and Italian techniques, as well as various contemporary dance styles. Classes are offered for student's ages 3 through adult and accommodates both recreational and career pursuits. ADT strives to offer numerous dance styles and workshops with guest artists and companies. Dance is an artistic and athletic skill. ADT instructors endeavor to help all students learn dance and theatre technique through careful attention to proper alignment, anatomical, and physiological differences. ADT has a genuine commitment to helping each student realize their greatest potential.

**Non-Discrimination:** ADT is an equal opportunity school and 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:** ADT's staff comes from many professional dance and theatre backgrounds and adheres to school curriculum. Staff gives students a broad dance and theatre education by bringing their unique background and talent to the studio. This approach meets the eclectic needs of the dance and theatre world today.

## SCHOOL POLICIES & PROCEDURES

**ADT has a zero tolerance policy on intimidation, threats, and verbal or physical violence of any kind.** Parents or students exhibiting any of this behavior will be asked to leave the premises and may not participate in any of our programs.

**Student Drop Off and Pick Up/Parking:** Parents are responsible for supervising their children before and after classes. Please drop off your child prepared and in a timely manner. Parents are expected to pick up students promptly. Please contact the front desk staff if you are delayed or anticipate a delay. The parking lot is accessible from Eagle Street. For students' safety, please follow entrance and exit signs. Use the front of the studio as a drop-off zone only. Please drive slowly and do not block traffic flow. Additional parking is available after 6:00 pm on weekdays and all day on Saturdays, next door at the Natural Health Center.

**Non-Smoking Campus:** In an effort to provide our students and instructors with the healthiest environment possible, the ADT Board of Directors has decided to designate ADT as a Non-Smoking Campus as of January 1, 2016. Smoking, chewing tobacco, and use of e-cigarettes and pipes will not be permitted on the ADT campus or inside the building.

**Weapons:** The possession or carrying of firearms or other weapons in buildings or parts of buildings or land owned or controlled by ADT is strictly prohibited.

**Security:** ADT is not responsible for damage, theft, or loss of personal property on facility grounds. Secure your valuables or do not bring them to ADT. There is video surveillance in the parking lot and at the front desk.

**Lobby Area/Student Foyer/Restrooms:** The Lobby, located in the front of the building, is reserved for the placement of coats and shoes, and for quiet activities while waiting for students. Please be respectful, using indoor voices. Disruptive children or parents will be asked to leave. Shoes may not be worn in the student foyer beyond the lobby and must be stored out of the walkway for safety. ADT staff may move shoes if they are a tripping hazard. ADT strives to maintain a child-friendly and positive environment through the use of G-rated and affirmative language in the lobby and other common areas throughout the campus. We appreciate your cooperation and understanding. Video recording and photography of classes in the studio or through the windows is strictly prohibited.

The student foyer is beyond the front lobby and joins the space between studios. This area is reserved for students to prepare for class or to pursue quiet activities between classes. Street shoes may not be worn in this area. Students and parents are not permitted on the second floor, which houses administrative offices, unless invited by an instructor.

The restrooms are located on the south side of the student foyer. The facility has lockers, which can be used on a daily basis. Locks are encouraged, as ADT is not liable for lost items.

**Lost & Found:** All items left behind are placed in the designated lost and found area near the restrooms. Items of significant value are stored at the front desk. Unclaimed lost and found items will be donated to a charity at the end of every month.

**Dance Floor Policy:** The studio floors are one of the most important part 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, street shoes are prohibited beyond the front lobby. Please refrain from using lotion/body oil or fabric softener as it makes floors very slick. Only bottled water can be taken into the studio, no other food or drink is allowed.

**In-Studio Observation:** In-studio observation is at the teacher's discretion, and is only permitted during designated observation weeks.

**School Closures:** ADT observes holidays recognized by Anchorage School District (ASD) and is closed on those holidays. ADT is open for classes on in-service days. If ASD schools are closed district wide due to weather or other emergency, then ADT classes will be cancelled. If ASD closes after-school activities, ADT will cancel dance classes as well. These ASD emergency closures are announced on the radio and on the ASD website (asdk12.org). ADT will announce closures through ADT's website, Facebook, and through ADT's phone recording. ADT reserves the right to cancel classes due to extreme weather conditions in the event of severe weather conditions on the weekends. Make up classes are available in the event of such closures.

**Emergency Procedures:** ADT staff has been instructed on emergency procedures. In the event of a catastrophic emergency where the building is no longer safe, staff will escort students to the Midtown Walmart and will remain with students until a parent or guardian picks them up.

**Registration & Tuition Policies:** All students must register annually with the front desk, and are subject to registration fees. New students with prior dance experience must be evaluated prior to enrollment.

Tuition is due upon registration. Tuition can be paid in full or by payment plan. If tuition is not paid in full, a credit card MUST be kept on file for a payment plan. Automatic payment plans must be completed by the person financially responsible for the student's account. If an automatic payment does not go through, the party will be subject to additional fees and the student(s) may be suspended from class(es). If tuition is left unpaid, legal collection procedures will be used.

Should a student need to add or drop classes from their schedule, an Add/Drop Form must be completed in person at ADT's Front Desk.

Class cards are valid for 1 year from purchase date.

ALL TUITION AND FEES ARE NON-REFUNDABLE. In the event of extenuating circumstances, credit for tuition may be given, if approved. Tuition will still be due in the event of voluntary withdrawal from class(es). Requests for credit must be submitted in writing, using the Add/Drop form only available in person at the front desk. Approved credits will be valid for one year at which point the credit will be converted to a donation to the school. Tax donation letters are available upon request.

**Scholarships:** ADT offers Financial Need Scholarships, Merit Scholarships, and Academic Excellence Scholarships for qualifying students, when funds are available. Applications are available at the front desk. Scholarship funds are raised through ADT events and donations from local businesses. ADT reviews applications. Factors such as class attendance, performance, talent, and academia are considered when reviewing scholarships.

**Attendance & Tardiness:** Students are expected to attend all classes. Consistent attendance allows students to progress and feel comfortable in the classroom. If students must miss class, please call to inform ADT staff. Poor attendance may jeopardize performance opportunities, promotion, or financial aid. Students must inform ADT of extended absences. Students that do not notify ADT and miss three classes in a row will be subject to automatic withdraw from their class(es). Students with contagious illnesses or fevers above 101 degrees should not attend class(es). If your student is feeling under the weather, they are still encouraged to participate in class or observe as they can still gain valuable knowledge from lessons.

Tardiness is disruptive to the class and is discouraged. When students miss the beginning of class, they are susceptible to injury, and, for safety reasons, may be asked to participate as an observer of class.

**Dance Etiquette:** ADT students and parents are expected to conduct themselves in a positive manner. Negative behavior such as yelling, fighting, stealing, destroying property, being under the influence of drugs or alcohol, using offensive language, being disrespectful, playing pranks, or engaging in horseplay may result in disciplinary action including suspension or expulsion. ADT is a non-smoking campus and weapons are prohibited.

For instructional purposes, instructors may incorporate the use of touch, in order to teach students how their bodies move. If students feel uncomfortable with any aspect of physical contact, please discuss this with ADT staff.

Parents are not permitted in rehearsals or the studio during class unless invited by an instructor.

In the studio, please:

- Arrive in time to adequately prepare for class. Properly warming up prevents injuries.
- Follow the ADT dress code. Students not wearing dress code may be asked to sit out.
- Raise your hand to ask questions.
- Dance supplies should be contained in a bag.
- Bottled water is permitted in the studio. Any other type of beverage and food of any kind is not.
- Refrain from chewing gum.
- Cell phones are not allowed in the studio.
- Be respectful to the instructor, other students, and accompanists.
- At the end of class, applaud the instructor and accompanist.
- No street shoes in the studios.
- Enjoy class!

**Make-up Classes:** Please notify ADT staff of absences prior to class by calling the front desk at 907-277-9591 ex. 2. Students may make-up missed classes due to illness, holidays, or weather closures. Students can only take make-up classes during the season in which they are enrolled. Make ups cannot be used in lieu of enrollment. Students cannot participate in class performance opportunities unless they are enrolled in the class.

To make-up a class:

- Visit the front desk for class options.
- On the day of the make-up class, obtain the student's make-up card from the front desk for class entry.

**Low Attendance Policy:** If two or less students arrive to a regularly scheduled class, the instructor has the option to shorten the length of class. If three or more students arrive to a regularly scheduled class, the class will run as scheduled.

**Substitute Teachers:** ADT occasionally needs to schedule substitute teachers. ADT substitutes may offer a different but related dance technique, or topic such as dance history, or nutrition. ADT reserves the right to substitute teachers without notice.

**Report Cards/Class Placement:** Students are placed in a level suited to their age, technique, and comprehension. Advancement from one level to the next is not automatic. Students often spend more than one year in a level. Students receive feedback through report cards and placement letters annually.

**Private Lessons/Audition Videos/Artistic Services:** To schedule artistic services such as private lessons and audition materials, complete an artistic services request form from the front desk. Additional fees apply.

**Volunteering:** ADT welcomes volunteer help with a variety of projects throughout the year. Parents are encouraged to volunteer to chaperone at least once during performance weeks.

**Feedback:** Parents and dancers are welcome to bring ideas and suggestion to the staff. To contact the Board, please email [suggestion@alaskadancetheatre.org](mailto:suggestion@alaskadancetheatre.org).

**Contributions & Financial Support:** As a non-profit tax-exempt 501 (c) (3) educational charity, ADT accepts contributions in any amount to help support programs. Donations can be dedicated to a particular purpose or be designated to be used where ADT needs it most. Donation forms are available at the front desk. Tax donation letters are available upon request.

**Student Performance Opportunities/Rehearsals:** A professional theatre experience is important to a performer's development. Most performance opportunities require auditions and production fees apply. Performers must carefully consider their ability to commit to all the requirements of a show before agreeing to participate. Performers must be able to attend all scheduled rehearsals, which can include weekends. Missed rehearsals for any reason may affect casting. All rehearsals during production/tech weeks are required. Performers are representing ADT and must be on their best behavior at all times.

**The Nutcracker:** ADT 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 ballet company. The visiting company conducts auditions held at ADT. All casting decisions are at the discretion of the visiting company. The opportunity to work with a professional ballet company is a privilege. Registration packets are available through ADT and are required prior to the audition.

**An Alaskan Holiday:** *An Alaskan Holiday* is ADT's December Holiday themed show held in ADT's black box theatre. This show also serves as ADT's primary fundraiser. Holiday themed trees and wreaths are set up in the lobby for a silent auction, benefitting the school. There is a production fee per eligible class.

**Student Showcase:** ADT produces an annual student Showcase every May. Rehearsals for this production take place during class time. There is a production fee per eligible class that helps to cover the cost of costumes, choreography, and theatre expenses. Students cannot participate in class performance opportunities unless they are enrolled in the class. Eligible classes include Beginning through Advanced levels, plus Performing Company.

**In-Studio Showcase:** For younger dancers, ADT holds an In-Studio Showcase held in ADT's black box theatre. There is a production fee per eligible class. Eligible classes include Creative Movement, Pre-Ballet, and select Beginning levels.

**Alaska Dance Theatre Performing Company:** ADT's Performing Company is a program for students and adult community members. The Company provides mentorship and performance opportunities emphasizing our commitment to community engagement. Enrollment is by audition only and fees apply.



**Creative Movement:** A progressive class where students explore the joy of movement through the elements of space, time, and energy. Students are introduced to musicality, rhythm, coordination, balance, and basic kinetic skills that will prepare them for other genres they can take when they are older.

**Pre-Ballet:** At age five, students can be introduced to the more specialized genre of ballet to get a taste of the class they can take at age six.

**Ballet:** Teaches students proper ballet technique in a highly structured environment. From beginning to pre-professional levels, the curriculum is designed to progress and challenge students of all ages. Students are taught a variety of classical ballet styles including Russian, French, and Italian.

**Pointe:** An option for ballet students levels CB4 and up, with permission from Artistic Staff.

**Partnering:** Available to students in upper division ballet classes. Learn ballet partnering techniques.

**Modern:** Designed to introduce fundamental modern techniques, such as rhythm, level and direction changes, floor work, and improvisation. As a student progresses, they will experience other styles of dance combined with modern techniques.

**Dance Acro:** Designed to increase flexibility, balance, strength, muscle control, spatial, and kinesthetic awareness; this class challenges dancers with the technique of acrobatics.

**Hip Hop:** Hip hop is a high-energy class that infuses the latest styles of street dancing. Classes will encourage students to step outside of the box by bringing their own individual style and personality to movements.

**Jazz/Broadway:** Jazz and Broadway will focus on learning proper dance technique such as isolations of the body, improving performance quality and developing complex rhythms and patterns. These genres split in more advanced levels with jazz focusing more on structure and Broadway focusing more on entertainment and showmanship.

**Tap:** Classes are designed to develop rhythm, style, and sound. Exercises focus on building flexibility of the knee and ankles, coordination, and speed of movement. The class emphasis is on developing proper tap technique, producing clear tap sounds, and having fun.

**ADT Fit:** Three different fitness options available; Core Mat Conditioning, Pilates Barre, and Core Reformer Conditioning. Reformer is an exercise machine utilizing leverage, body weight, and springs to create resistance. All classes are designed to boost flexibility, improve muscle and core strength, stability, and more!

**REQUIRED DRESS CODE & SUPPLIES**

**Ballet for Ladies by Level**

*Creative Movement/Pre-Ballet:* Solid light pink short or long sleeve leotard (Capezio TB132C or similar), pink tights, pink canvas ballet slippers. No satin or bedroom slippers. Ballet skirts are permitted, but not required.

*Beginning Children's Ballet:* Solid light blue short sleeve, leotard (Capezio TB132C or similar), pink tights, pink canvas ballet slippers.

*Children's Ballet 1:* Solid lavender short sleeve, leotard (Capezio TB132C or similar), pink tights, pink canvas ballet slippers.

*Children's Ballet 2:* Solid red short sleeve leotard (Capezio TB132C or similar), pink tights, pink canvas ballet slippers.

*Children's Ballet 3:* Solid navy blue short sleeve leotard (Capezio TB132C or similar), pink tights, pink canvas ballet slippers.

*Children's Ballet 3/4 & Children's Ballet 4:* Solid maroon short sleeve leotard (Capezio TB132C or similar), pink tights, pink canvas ballet slippers.

*Ballet 5:* Solid hunter green ballet camisole or tank leotard, pink tights, pink canvas ballet slippers.

*Ballet 6 through Advanced:* Solid black leotard, pink tights, pink canvas ballet slippers.

*Partnering Classes:* Black leotard, with no lace, excessive straps, or low cut back, pink tights, Pointe shoes.

*Teen Ballet:* Solid black leotard, pink tights, pink canvas ballet slippers.

*Adult Ballet:* Solid color leotard or form fitting dance attire, tights, ballet slippers.

**Ballet for Gentlemen (All levels including Partnering Class):**

Plain white t-shirt, black leggings/opaque men's tights, black ballet shoes.

**Notes for Ballet Dress Code (Ladies and Gentlemen):**

- Canvas ballet shoes are preferred. Leather ballet shoes are also acceptable.
- Ballet shoe elastic must be sewn prior to class.
- Tights must cover the feet inside shoes and not be rolled up.
- Ladies, hair must be pulled back in a bun. Gentlemen, hair must be off the face.
- No Jewelry
- Warm-ups are permitted only at the instructor's discretion.

Jazz/Broadway: Comfortable form fitting exercise clothing with full length or capri pants (no shorts), black jazz shoes with non-marking soles.

Modern/Contemporary: Comfortable form fitting exercise clothing with full length or capri pants (no shorts), bare feet – additional footwear at instructors' discretion.

Tap: Comfortable form fitting exercise clothing with full length or capri pants (no shorts), any style tap shoes with screws only. Heel not to exceed 1".

Hip-Hop: Comfortable form fitting exercise clothing with full length or capri pants (no shorts), clean indoor jazz sneakers or non-marking sneakers that have not been worn outside.

Dance Acro Skills: Comfortable form fitting exercise clothing with full length or capri pants (no shorts), bare feet – additional footwear at instructors' discretion.

ADT Fit: Comfortable, form fitting exercise clothing, bare feet or socks. Participants are encouraged to bring a mat. Please see the front desk.

**Dancewear can be purchased locally from:** [bodyphlo] – 570 E. Benson Blvd. #23, phone: 907-276-1464