



Dance Institute

Student Handbook + Policies

Dance Institute
Guzzetta Hall 294
The University of Akron
Akron, Ohio. 44325-1005

Phone: 330.972.7949
Email: danceinstitute@uakron.edu

Welcome to Dance Institute at the University of Akron (D.I.)

Thanks for choosing Dance Institute for your dance education and training.
We're glad you're here!

Our History

Dance Institute is a pre-professional ballet-based program founded in 1967, nationally recognized for its curriculum which prepares students for careers in both dance performance and dance education. Directed for 28 years by Gena Carroll and for 14 years by her daughter, Lana Carroll Heylock, Dance Institute established a heralded reputation for training and performance excellence.

The University of Akron is an institutionally accredited member of the National Association of Schools of Dance (NASD).

Our Approach

Dance Institute's training focuses on the whole student, ensuring a positive experience that supports individual student success. Our Faculty + Teaching Assistants work to support students' development in the following areas:

- Physical training + technique
- Artistry + performance
- Social skills + self-confidence

Our Faculty

Dance Institute's Faculty + Guest Artists represent extensive academic and professional performing experience. Our Teaching Assistants comprise of University of Akron Dance Program Majors. Teaching Assistants are provided with curriculum guidance, classroom support and feedback in order to gain experience in teaching introductory level classes.

Our Programs

Dance Institute offers pre-ballet for ages 3-4 and introductory classes in ballet, jazz and tap for ages 5-6. Beginning dancers ages 7-10 attend multiple classes including ballet, jazz and tap. Dancers may then move into pre-professional training which includes attending 5-8 classes per week. Contemporary, pointe, musical theatre, and hip-hop are available as a part of our program along with adult ballet and Pilates.

Our Mission

To teach dance as an art form for all students, inspiring them to reach their full potential in the dance studio and beyond.

Our Vision

To be a leader in dance education in Northeast Ohio while championing the benefits of dance for all learners. Dance Institute will achieve this through

- Upholding the highest standards in technique + classroom environment
- Community engagement + outreach performances
- Maintaining a family friendly atmosphere that is conducive to learning

From Beginner to Pre-Professional: Process | Practice | Progress

Dance Institute believes that physical and mental health is enhanced through dance training. The synthesis of movement and music is a valuable and important experience for body, mind and spirit. Dance Institute students build strength and control of their bodies while also developing mental dexterity and determination. The physical, mental, and personal discipline afforded by dance training can be applied to all aspects of life, into and throughout adulthood.

Strong Foundation

Dance Institute's training establishes a strong foundation of body alignment, strength, balance, and vocabulary in a specific way. Our process ensures steady progress through repetition, review and safe movement practices. There is an emphasis on details in the execution of each step at each level in order to build strength and precision. New material is integrated as core execution indicates readiness.

We recognize that every student develops at their own pace. Our Faculty + Teaching Assistants carefully evaluate the needs of each student, integrating challenges to facilitate progress in a safe and developmentally appropriate manner.

Placement + Promotions

Dance Institute students may start training as related to their age. As students progress through the program, placement and promotions are based on a combination of age, experience, and ability. Strength, consistency, focus, and overall development are also factors that are considered when placing and promoting students.

Faculty are happy to meet with students and their families to discuss placement, progress and provide feedback with respect to classwork and promotions.

Appointments may be made through our Office:
330-972-7949 or danceinstitute@uakron.edu

Dance Tracks

Upper-level students may choose a Dance Track that aligns with their dance interests and goals. Both the *Concert Dance Track* and *Theatre Dance Track* have a strong foundation in ballet training.

Concert Dance Track

For students interested in concert dance performance, this track has a concentration on ballet with additional classes in contemporary, pointe, and jazz. Specialty workshops including choreography, repertoire, and partnering are offered in this track.

Theatre Dance Track

For students interested in musical theatre performance, this track has a ballet foundation with additional classes in jazz, tap, and contemporary. Specialty workshops including hip-hop, acting for dancers, and voice are offered in this track.

Performance Opportunities

Performance is an exciting and essential part of every student's dance training!

It's a continuation of training, as learning choreography and working with classmates to create a piece of art to share with others is a valuable experience.

All Dance Institute students have opportunities to share what they've learned throughout the year, please see below for select examples.

- Pre-Ballet + Beginning Level Classes will have a **December studio performance** in Guzzetta Hall's Albrecht Performance Studio.
- All students are invited to perform in our **Spring Gala** (formerly Work Summary) in May at Paul A. Daum Theatre in Kolbe Hall. This performance concludes the Spring Semester and includes Senior Recognitions and Scholarship Awards.
- Advanced dancers may be invited to show a piece in **The University of Akron Dance Company (UADC)** performance in either the Fall or Spring Semester.
- **Community-based performances** include lecture / demonstrations for local events, schools and retirement communities as well as collaborative performances with other arts organizations.

Calendar Year, Schedule of Classes + Closures

Dance Institute offers several sessions during the calendar year:

- Fall Semester (August – December)
 - All classes, all levels
 - Workshops + Guest Artists
- Spring Semester (January – May)
 - All classes, all levels
 - Workshops + Guest Artists
- Summer Session (June - August)
 - Pre-Ballet + introductory levels
 - Beginning levels + adult levels
 - Workshops + Guest Artists
- Summer Intensive (July)
 - Intermediate – Advanced levels
 - Guest Artists

Class offerings include ballet, pointe, pre-pointe/strengthening, contemporary, jazz and tap. Specialty workshops in choreography, partnering, musical theatre and more are offered throughout the year.

Breaks + Closures

Dance Institute follows The University of Akron's academic calendar, no classes are held:

- Labor Day
- Thanksgiving Break
- Winter Break
- Martin Luther King Jr. Day
- President's Day Observance
- Memorial Day
- Juneteenth Observance
- Independence Day

Dance Institute is also closed Easter weekend and Halloween.

Weather-Related Closings

Dance Institute classes cancelled for snow and other weather-related reasons will follow the cancellation of classes at The University of Akron main campus **AND** the closing of The University of Akron main campus and Akron Public Schools.

- When the UA main campus is closed, D.I. classes are cancelled.
- If UA main campus classes are cancelled, D.I. classes are cancelled.
- If Akron Public Schools are cancelled due to weather, D.I. classes are cancelled.
- If UA main campus *cancels* classes at a point in the day when Dance Institute classes are already in progress, those classes, and any that follow with the same students, will be completed. Any D.I. classes for students not already in a class in progress will be cancelled.
- If UA main campus *closes* at a point in the day when D.I. classes are already in progress, those classes will end as soon as that notification has been made. Any classes that follow the notification will be cancelled.
- If D.I. classes are cancelled, the D.I. Office will be closed.
- If UA main campus is closed, the D.I. Office will be closed.

Dance Institute will post any class cancellations and closings on socials and our voicemail. The University of Akron main campus closings may be checked by calling 330-972-7669.

Please use your judgement to decide if safe travel is possible during inclement weather.

Registration, Tuition + Fee Information

Registration Policies

- New and continuing students must complete the Online Registration Form for every session
- All students must complete the Online Covid-19 Waiver and D.I. Waiver, Photo Release, Authorization. Waivers are valid for up to one year after completion.
- A tuition deposit upon registration must be made to hold a place in class
- Outstanding accounts must be paid in full before registration for a new session is accepted
- Dance Institute reserves the right to decline the Registration Form of any student because of that student's or their family's violation of its policies, or those of The University of Akron. Circumstances that disqualify a student for registration include, but are not limited to, violation of Dance Institute policies or policies / rules of The University of Akron.

Refund Policy

- Student Account will be credited if the student withdraws after the start of the session – *no refunds*
- Full refunds will be issued for students who withdraw prior to the start of the session
- Please contact the Office regarding extenuating circumstances

Payment Plans

- No-fee payment plans are available to all students
- Fall + Spring payment plans
 - Deposit due upon registration, then 3 payments due by the first of each month
- Summer payment plans available for both Summer Session + Summer Intensive, ask for details

Payment Methods

- Secure online payment via our website
- Payment via cash, check, or credit card in our Office

Drop-In Rates

- All Drop-In students must complete the Online Registration form and waivers prior to attending class
- Drop-In class payment may be made in the Office on the day you attend class
- Not eligible for discounts

Discounts

- Pre-Registration Discount 5% off total family tuition for Summer, 10% off total family tuition for Fall and Spring
 - Workshops + Drop-In classes excluded
- Refer-a-Friend and receive \$50 tuition credit
 - Be sure to have your friend let us know you referred them!

- Sibling Discount 15% off total tuition for Fall, Spring and Summer
- University of Akron Employee Discount 20% off total tuition for self, children, and grandchildren
 - UA Employee discount cannot be combined with any other discounts
- University of Akron Dance Program Student Discount
 - Varies depending on program offerings, email danceinstitute@uakron.edu for details

Fees

- New student one-time Registration Fee \$15
- No Registration Fee for continuing students
- A Costume Fee may be assessed for select performances to help cover the cost of costume fittings, cleaning, and repairs

Arrival, Dismissal + Attendance

Arrival + Dismissal Procedures

- **Pre-Ballet, Introductory, Beginning, and Intermediate I** level students must be accompanied inside Guzzetta Hall by a parent / guardian.
 - Faculty / Teaching Assistants will meet students on the main level by the Office (Guzzetta Hall 294) prior to class
 - Faculty / Teaching Assistants will accompany students to their classroom
 - Students must use the restroom prior to class time
 - Students must be accompanied by a D.I. Faculty / Staff member or their parent / guardian at all times while in Guzzetta Hall
 - Parents / guardians may wait in the atrium (lower level), main floor (by the Office), or upper floor
 - Parents are welcome to sit in the studios during scheduled Observation Weeks
 - Faculty / Teaching Assistants will accompany students to meet parents / guardians after class
- **Intermediate II - Advanced** level students may be dropped off at the Buchtel entrance of Guzzetta Hall and are permitted to go directly to their studio.
 - Parents / guardians are welcome wait in the atrium (lower level), main floor (by the Office), or upper floor
 - Students must wait inside by the D.I. Office for their ride
- **Minor Students who drive** should use the buddy system when walking to the parking lot at the end of the night – find a classmate / classmate’s family and walk together!
- **D.I. students are not permitted beyond the dance studio areas of Guzzetta Hall** unless accompanied by a parent / guardian or D.I. Faculty / Staff member.
- **Studio door exits are for emergencies only** and should not be used by D.I. students at time of class dismissal.
- **Please inform the Office if you will be late to pick up your dancer.** Students must wait inside the D.I. Office with a Staff member until their ride arrives.
- **Studios should be cleared 15 minutes after the last class of the day, no exceptions.**

Late Arrival + Early Dismissal

- Please inform the Office if your dancer will be arriving late or needs early dismissal from class
 - Parents / guardians of Intermediate I level and below must accompany student directly to their classroom should they arrive late
 - Parents / guardians of Intermediate I level and below must meet their dancer directly at their classroom should they need early dismissal

Attendance + Make-Up Classes

- **Attendance and timeliness are expected** for all Dance Institute classes to promote consistency, preparedness, and efficiency in the classroom
 - Please let the Office know if you / your dancer will be absent or late to class and we will inform the Faculty / Teaching Assistant
 - Upper-level dancers who are more than 10 minutes late to class may be asked to join the class only after they have completed appropriate warm-ups
 - Multiple absences from class and / or rehearsals may result in a student's removal from all or part of performance opportunities. Removal from a performance or performance piece is at the Faculty's discretion in consultation with Dance Institute management.
- **Dance Institute does not schedule make-up classes**
 - Classes cancelled due to weather or unforeseen circumstances will be credited on the student's account
 - If a student misses a class and would like to make-up the class, please contact the Office for guidance on what classes the student is eligible to attend
 - Dance Institute does not give account credit for missed classes
- **Extenuating Circumstances**
 - In the event of extended illness or injury which results in a student being unable to complete the session, a credit toward next session will be given for classes

Dress Code

Dance Institute's Dress Code is designed to facilitate visibility of body alignment, ease in movement, and a neat appearance. We want to ensure all dancers feel comfortable, confident, and able to dance safely. Should you or your dancer require any accommodations related to Dress Code, please contact the D.I. Office to discuss how we can support you / your dancer: 330-972-7949 or danceinstitute@uakron.edu

Pre-Ballet + Combo Classes

- Solid black leotard, pink or flesh tone tights, pink or flesh tone ballet shoes
- Solid white fitted t-shirt, black dance tights or leggings, black or flesh tone ballet shoes
- Ballet / Jazz Combo does not need additional jazz shoes, just ballet shoes
- Ballet / Tap Combo will need black tap shoes in addition to ballet shoes
- Hair secured in a bun or pulled up and away from the face

Beginning – Advanced Ballet + Pointe

- Solid black leotard, pink or flesh tone tights, pink or flesh tone ballet / pointe shoes
- Advanced dancers may wear any color leotard
- Ballet skirts any color – Intermediate II + Advanced only
- Solid white fitted t-shirt, black dance tights or leggings, black or flesh tone ballet shoes
- Hair secured in a bun or pulled up and away from the face

Jazz, Tap + Musical Theatre

- Any color leotard, black or flesh tone tights, black split-sole jazz shoes
- Any color fitted t-shirt or tank top, black dance tights, bike shorts, or leggings, black split-sole jazz shoes
- Tap classes require black tap shoes
- Hair secured away from the face

Hip Hop

- Any color athletic wear: Sweatpants, joggers, leggings, bike shorts, tank tops, t-shirts
- Clean sneakers or dance sneakers

General Notes

- No excessive jewelry. Faculty / Teaching Assistants may ask students to remove jewelry that is dangly, distracting, or a safety hazard
- Appropriate support garments
- Warm-ups are at the discretion of Faculty / Teaching Assistants
- Dance bags are recommended for all dancers to keep track of belongings
- Dance shoes should not be worn outdoors
- Please write dancer's name inside dance shoes

Class Observation, Photography + Video Recording

Class Observation

Parents and family members are invited into the studio to observe class one week out of each session. Please check the Dance Institute Calendar for details.

Please note, seating in studios is limited. Observers may need to sit on the floor or window ledge in case there are not enough chairs. If a chair is required and one is not available in the studio, please ask the D.I. Office for assistance in providing a chair.

Dance Institute asks observers to refrain from taking photographs and video recording during class. Please wait until after class to take pictures / video to ensure other students are not in the frame without parents' permission.

UA Dance Students – Field Experience Observation

In collaboration with The University of Akron Dance Program, UA Dance students may observe D.I. classes to fulfill their course requirements.

General Information

Mailing Address:

Dance Institute
Guzzetta Hall 294
The University of Akron
Akron, Ohio. 44325-1005

Contact Information:

Phone: 330.972.7949
Email: danceinstitute@uakron.edu

Street Address:

224 E Buchtel Avenue
Akron, OH 44325

Registered students will receive a complimentary parking permit to be used for Dance Institute classes only.

Emergencies

In the event of an emergency, an alarm will sound. D.I. Faculty + Staff will guide students out of the building (fire emergency) or to the lower level (tornado). D.I. Faculty + Staff will remain with students until notified that it is safe to dismiss them to parents / guardians.

Dance Institute Code of Conduct

Dance Institute is a part of The University of Akron and as such it abides by the University's expectations regarding maintaining a civil environment that is safe and conducive for learning.

Dance Institute students and families are expected to be kind and respectful to each other, D.I. Faculty / Staff, those in Guzzetta Hall, surrounding campus areas and performance venues. D.I. expects students and families to respect and accept decisions by Faculty regarding level placement and casting.

Student Expectations

- Work hard + stay positive
 - Focus and participate fully
 - Ask questions
 - Be polite and respectful to others
- Make smart + safe choices
 - Walking in the building
 - Keep our spaces clean
 - Respect others' personal space + belongings
- Support + respect classmates
 - Celebrate successes
 - Encourage with kind words

Studio Rules

- No gum, food or drink other than water
- Silence all devices prior to entering the studio
- No street shoes in the studios
- Do not set anything on the pianos

Students and Parents / Guardians must refrain from any behavior that places themselves and / or others in danger or creates a hostile environment.

Examples include but are not limited to:

- Running in the building
- Congregating around or leaning on railing along second and third floor atrium
- Physical contact with another person that could cause harm, including but not limited to slapping, hitting, pushing, pulling or kicking
- Yelling, using profanity, physical or verbal confrontation, bullying, or threats
- Lying, cheating, theft, or destruction of university or individual property
- Drug or alcohol use
- Violation of any law of D.I. / UA protocol, policy, or rule

Discipline for any **student violation of this Code of Conduct** may include the following:

- Faculty intervention
- Faculty intervention and referral to Dance Institute management
- Student / parent or guardian conference with Dance Institute management
- Suspension from Dance Institute classes
- Dismissal from Dance Institute

Discipline for **any parent / guardian / family violation of this Code of Conduct** may include the following:

- A warning that any further violations may result in suspension or dismissal
- Student's suspension from classes, rehearsals and / or performances
- Termination of student's registration and dismissal from Dance Institute

The above list is non-inclusive. Dance Institute management has the authority to dismiss a student from Dance Institute and decline any future Registration Form.

University Policies

Policy of Non-Discrimination Programs & Activities

The Office of Equal Employment Opportunity/Affirmative Action (EEO/AA) monitors University compliance with federal and state equal opportunity and nondiscrimination laws and regulations. Individuals who believe they have been unlawfully harassed or discriminated against are encouraged to contact EEO/AA at 330-972-7300

The complete Non-Discrimination Policy can be found at:

<https://www.uakron.edu/ogc/UniversityRules/pdf/38-01.pdf>

Sexual Harassment

It is the Policy of the University of Akron that sexual harassment will not be tolerated. This policy applies to faculty, staff, students, as well as third-party behavior.

The complete Sexual Harassment Policy can be found at:

<https://www.uakron.edu/contentAsset/raw-data/1344076/fileAsset>

Gender-Based Misconduct (Title IX)

Title IX of the Education Amendments of 1972 prohibits sex discrimination against students, guest and employees of educational institutions. Additional information of what is considered gender based misconduct and how to report it can be found at: <https://www.uakron.edu/title-ix/>