

Festival Dance Faculty Handbook

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This handbook details the rules and policies that we expect each Festival Dance Academy instructor to follow. Please read the following information carefully and thoroughly, sign the signature page and return to the office.

Please keep the rest of the packet for reference.

1. Fulfill Festival Mission

The mission of Festival Dance & Performing Arts is to “bring the people to the arts and the arts to the people.” Our Academy’s goal to help fulfill this mission by **providing professional, quality dance instruction in a nurturing, encouraging environment**. In the realm of teaching, more is “caught than what is taught.” We ask all instructors to demonstrate personal discipline, strong danceability, and utilize orderly teaching methods. We ask you to use positive reinforcement and encouragement while working with students keeping in-tune with their individual needs and abilities. This policy has helped Festival Dance maintain its reputation as the premier provider of dance education in the region for over 40 years. ***Please remember--every student counts!***

2. Professional Conduct

The key to attracting and keeping students is in **the relationship teachers and staff maintain with our families**. Please, uphold a respectful and cheerful discourse with parents and students at all times, even if at times this becomes challenging. You can do it! And if you’re struggling for any reason, please do not hesitate to reach out for support from the Dance Director, Executive Director or Admin staff.

- Be upbeat and deal with parents professionally and tactfully.
- Be pleasant, smile, and interact.
- Remember that you are the ‘front line’ of Festival Dance Academy.
- **If any problem occurs, report it immediately to the Dance Director via phone, text, or email.** We are here to help support you.
- Never say anything disparaging about Festival Dance, any other teacher, any student, parent, staff member, in person or on social media platforms.
- Do not request or accept friend requests on Facebook or any other social media fronts from students and/or parents unless it is a *professional only* profile.
- Keep class subjects appropriate—i.e. never talk about politics, religion, sex, etc.

- No soliciting the students or parents for any reason. Examples of solicitation include selling Avon, church or organization fundraisers, personal businesses, raffle tickets, private lessons, other dance studio's classes, discount coupons, petitions, etc.
- Never give out personal information about any students, yourself, other teachers, staff, etc. This includes teacher cell phone numbers.
- Communication is essential! Always be sure to distribute any communications and/or flyers provided by the office **in class** to your students.
- Dorn attire following special themes, i.e., Halloween, Valentine's week—remember, your students look to you as an example, and this is a very special time to enjoy one another while cultivating Academy spirit and pride.

3. Respecting the University of Idaho

The Physical Education Building, and the dance studio labs, belong to the University of Idaho Department of Movement Sciences. Although Festival Dance has invested greatly in the studio, Academy students, parents, instructors, and staff are guests and need to be as cooperative, and respectful of the facility and policies.

- Obey all University of Idaho Rules and Regulations.
- Hold to all current social distancing & mask protocols.
- Keep order in the halls. The children should not be running, shouting, or doing any other loud behavior. Keep order in your classes as well, as this is the best way to prevent accidents and injuries.
- Keep doors to the studios closed while you are teaching, as the music carries throughout the building.
- Parents should always wait in the downstairs hallway or outside.
- Never eat or permit students to eat in the studio labs.
All food **MUST** remain in the hallway with the exceptions of water bottles.

4. Class Preparation – Come Ready to Teach!

ARRIVAL: Please arrive at least 5 minutes prior to class. Each instructor is responsible for performing the cleaning protocol before their class.

- **If you are feeling ill, please contact the Dance Director ASAP and seek to find a replacement for your class. Keeping everyone healthy and safe is a priority!**
- **Start classes on time. Plan to end 5 minutes early.**
- Arrive physically and mentally warmed-up.
- Have your music and class curriculum in order and ready to begin.
- Please represent the genre you teach in your class attire as students will look to you to set the example. Wear appropriate dance clothing for the class so that the students can see your body as you demonstrate, and to set the tone for the class.
- Be energized and attentive. Please deal with personal problems outside of the classroom, but remember, there is staff here to support you. If something is preventing you from being able to fulfill this duty and focus, don't be afraid to speak with other staff to see what can be done to help.
- Cell phones may be used to blue tooth your music to the sound system. Otherwise, they should be put away, and on silent, to avoid a distraction during the class period, students are to do the same. **Do not talk on the phone, or text, during class, unless it is an emergency to contact the Festival Dance office or staff.**
- Please WASH YOUR HANDS regularly and encourage students to do the same. This is the best way to avoid germs and illness—stay healthy friends!

Colleen will be executing student Walking to and from class for the first-class Monday through Thursday. And to the second class those days as well. The beginning Jazz teacher will do so on Fridays. If you are called on to fill in, please be aware to no later than 10 minutes before class. Teachers should wait outside wearing the rainbow lei (available in the office and on the board outside studio lab 212). Social distance students along the wall directly outside of the PEB, west entrance)

At 5 minutes before class, walk students into the building, always staying to the right, and up the stairs. Students are then walked back outside for pick-up 5 minutes before the set end of the class period. Again, students are to stay to the right, this time traveling past the FD office and out to the left to the 10-minute parking spots facing the Memorial gym.

5. Teaching Guidelines

- Make sure that you are well organized and have planned your classes out in advance. You should spend your time in studio teaching and dancing.
- Please minimize in-class chatter. You are a friendly teacher, not a personal friend to the students. The music should be on the majority of the time. The number one thing you can do to keep your students and parents happy is to keep them moving and engaged.
- Be positive, enthusiastic, and upbeat in your teaching, and as much as possible, instruct through positive reinforcement.
- Teach good, strong, clean technique--but keep it fun!
- Due to new COVID-19 safety protocols, we are unable to invite all parents to watch classes during a designated Parent Observation week. For the Fall semester, we will forgo this tradition. During spring we will organize individual parent opportunities. It will be essential for instructors to reach out during these times to answer questions about the recital, costume details, need for volunteers, and applicable parent conduct rules for performance day, and any other details communicated by the Dance Director.
- Please do not agree to a teaching schedule without checking your commitments, and class schedule, for the entire year. Please schedule vacations and visits around our academy closures. It is difficult for students, parents, and fellow instructors to bridge the gap with scheduling errors, and to minimize last-minute shuffling, we ask that you be attentive to your commitment to instruct. **Notify the Dance Director and Admin via email immediately** of any unforeseen scheduling conflicts and/or emergencies and provide options as to how to remedy the circumstance.

- **REMEMBER: If an emergency occurs in the classroom, you are responsible to supervise your students! Please complete an accident report and notify the Dance Director of any incidents as soon as possible.**
- **Being timely matters to the physical, mental, and emotional health of all parties involved.**

6. Between/Post Class Conduct

- **Do not leave until all students are picked up—THIS IS REQUIRED AND GROUNDS FOR DISMISSAL.** Do not leave a child unattended! If this happens routinely, notify the office and strides will be made to address the issue with the parent. You will be paid for your wait time with students, please report it via email to Admin@festivaldance.org

7. Registration, Attendance, Drop/Change of Classes, Payments

- Take attendance every class to be sure that everyone is registered. Compare your class roster to the actual attendees in class. **If someone is NOT on the sheet, then the child is not registered!** Registration is important because the form includes the liability release and Festival Dance Academy policies. If a student is **NOT** registered:
 1. Have the parent **completely** fill out the Drop-in form with both their and their child's names, phone number and email contact.
 2. Give them a registration information sheet to take home.
 3. If you are unsure if a student is registered, email Admin@festivaldance.org following class.
- Communicate promptly if a student drops or changes a class by notifying Admin@festivaldance.org and Academy@festivaldance.org.
- All payments should be made online, mailed to, or dropped off at, the Festival Dance office. Except for satellite locations, no instructor should handle any money directly. Please advise parents to slide any payment under the FD Door.

- Academy or placement questions? academy@festivaldance.org
Registration, tuition, and/or fee questions? Admin@festivaldance.org

8. Substitutes, Make Up Classes, Cancelled Classes

- It is solely the Executive Director and Dance Directors' responsibility to cancel any class. You cannot cancel a class without authorization. **You, as the instructor, are responsible for finding a substitute. Please plan ahead and seek assistance if you run into difficulty.** Once you have made arrangements, please complete the following: **Detail absence date, class, time, and substituting instructor name and contact information in an email to the Administrative Assistant as soon as known.**

If you feel that a class should be canceled, you must contact the Dance director or Executive Director via telephone and email to approve the cancellation. **If a class needs to be canceled on the SAME DAY the class meets, a REMIND message will be sent immediately to parents.** If you have to alert parents during a class, there is a contact list included with your class enrollment in the blue notebook in the studio file cabinet. (Please, keep this list secure as per our privacy regulations.)

- **Classes SHOULD NOT be canceled within three hours of the start time,** except in serious emergency situations. Many parents drive their children in from outlying areas and this is horrible to have them drive 30 - 40 minutes to find a note on the door and no class.
- If the University of Idaho closes for any reason, Festival Dance classes are canceled, and the office will notify parents.

9. Professional Development

If you teach ballet or jazz, you will receive a syllabus to guide your class planning for the year. Students should be evaluated on their proficiency of material detailed in syllabi at the end of the year to determine a change (or stay) in levels. As Festival Dance Academy faculty, it is important that you continue to develop and hone your teaching style. If space is available, please feel free to attend upper-level classes to increase your knowledge and awareness around pedagogical approaches to technique, to observe classroom control strategies, and administering corrections with students. You invited to attend any Festival Dance Academy class with regularity (or as a drop-in) for free. Please contact the instructor in advance to make sure the class has available space.

10. Academy Events

The Spring Recital is our main yearly-concluding academy performance. In the past, there have been several additional performance opportunities for students throughout the year, such as the Champagne Benefit, Moscow Farmers Market, Halloween Flash mob, etc.) Due to COVID-19 we will not be participating in many extra performances.

We will host a non-costumed, in-class performance for parents just prior to Thanksgiving. And we will host our annual Spring Recital to the best of our ability at that time.

You will be provided detailed information about dress rehearsal and performance schedules. Please work in advance to supply original choreography to your students for each performance event. In addition to creative work, you are responsible for checking out costumes for your class(es) from the Festival Dance storage unit. These dates will be announced in advance. If you want a choice of your class costume, please be in attendance. Otherwise, the Dance Director or another staff member will make the selection for you. Upon performance conclusion, you are expected to attend costume check-in on the date specified in your Faculty Calendar to return all costumes and associated pieces with the Administrative Assistant.

Please be sure to remind your students about important dates in class and distribute informational flyers and/or letters when necessary. If you have a class (or

classes) performing, your attendance is expected. In addition, we have a few weeklong events attire celebrations, including Halloween and Valentine's weeks.

In-class demonstration, Before Thanksgiving break: This is a great opportunity to choreograph a recital piece that honors time requirements, age-appropriate music and props, and movement which encourages student confidence and success. Plan to meet your choreography, music, and costume deadlines well in advance to minimize last-minute stress. Colleen will be sending these deadlines out early along with the Faculty Calendar.

Spring Recital: This is your second, solid opportunity to choreograph recital pieces that honor time requirements, age-appropriate music, and costume choices, and movement which encourages student confidence and success. Plan to meet your choreography, music, and costume deadlines well in advance to minimize last-minute stress.

You are expected to be present for your performance class at the end of November, all May classes, and Spring Recital, for the entire faculty/staff duration of the event. You will receive a Faculty Agenda preceding the event for clarity regarding your duties.

Recital fees are needed to present high-quality recitals. Recital fees cover auditorium rent, tech, and management. **Please refrain from calling this a costume fee--** this confuses the parents. For recitals, know your dress code, and provide it by the indicated deadline in the Faculty Calendar, as well as communicate it directly to attending parents during their observation time. The students will be required to provide only what is specified in the dress code. Keep this in mind when planning to costume.

11. Time Sheets and Wages

- **Hours will be based on the hours logged into Class Bug.**
- **If you substitute for another instructor, please contact Admin so she can make note in Class Bug of any extra hours. Follow the same process if you are required to stay late to wait for parents. Payroll is processed on the 24th of each month and your pay will reflect time up to that date. The final days of the month will be reflected the following month.**

- Your paycheck will always be available as direct deposit, or printed check the Festival Dance office, by the 30th of each month. You can opt for direct deposit by providing the administrative assistant a filled direct deposit form. Otherwise, your paycheck will be mailed to you to the address on your employment form.
- The administrative assistant will email you by January 31st, when W-2s are mailed. The W-2 will be sent to the available address in the payroll program.

You will be paid by your hourly wage for time spent teaching directly in class. You will receive extra pay at the flat administration fee for coming early to clean the studio, staying late with students and extra staff meetings or obligations. Some events and meetings are paid at a flat rate this year. The fee schedule for these is as follows:

EVENT	RATE
Faculty meetings	\$10 per hour
Spring Recital	\$120 per event

12. Communication

- The best mode of communication is email. Please add academy@festivaldance.org, admin@festivaldance.org, and Director@festivaldance.org, to your email contacts.
- Add the following phone numbers to your cell phone contacts, but please refrain from sharing staff's personal cell numbers unless there is a dire emergency:
 Festival Dance Office: (208) 883-3267
 Colleen Bialas: (805) 451-6996
 Saskia Zijlstra: (757) 544 2516
 Deanna Bren (509) 710 5521
- Always assume that www.festivaldance.org is the most accurate, up-to-date information. Refer to the Festival Dance website for schedules, registration information, class descriptions, etc.



Acknowledgment of Company Policies

I certify that I have received a Faculty Handbook, specifying rules, policies, and procedures for Festival Dance Academy instructors. I acknowledge that I have read in detail, understand, accept, and promise to abide by all details outlined in the handbook.

Furthermore, I acknowledge that neglecting to honor the standards and expectations set forth and detailed in the Faculty Handbook could compromise my employment with Festival Dance Academy.

Employee Signature: _____ **Date:** _____

Print Name: _____

Supervisor Signature: _____ **Date:** _____

Print Name: _____