

BARRISKILL

dance theatre school

Faculty Handbook

****All faculty and staff are responsible for knowing the information in this handbook as well the Parent and Student Handbook found at barriskilldance.com/policies ****

Teacher Communication

- Email is the best way to communicate with the studio. Teachers can receive an @barriskilldance.com email address if they wish. This is a good option if you want to communicate with students or parents without using your personal email.
- Please check your email at least once daily for updates, especially during recital season.
- **Studio Reservation Calendar and Sub List** Use the Staff Login link on the bottom of the “People” page on the website (www.barriskilldance.com/people) to get to the staff page. The 2019-2020 password is Faculty2019. This page includes staff contact info, the substitute schedule, the studio reservation calendar, monthly newsletters, and handbooks for Teachers, Nutcracker, and Recital.
- Please be sure that we have your current phone number so that we can contact you for more urgent matters. Let us know if you’re okay with texting!
- Teachers each have a mailbox upstairs and should check for messages there each day they come in. Monthly time sheets should be placed in these mailboxes by the 25th of each month.

Attendance

- Physical (paper) attendance sheets will be provided for each class in your designated folder. Our Studio Manager will keep those sheets up to date, please make sure you are taking attendance before each class.
- It’s important that we’re aware as soon as possible when a student isn’t attending classes, or isn’t enrolled properly in the system. If someone is coming to class that is not listed on your attendance sheet they are probably not signed up and not paying tuition. If something is off while you’re doing attendance, please send Megan or Mari an email!

Classroom Management

- Please remember that our first priority is in growing people, and the most important way that we do that is by example. While we of course all have bad days, it is the

demeanor that we bring to the classroom that is one of the most important lessons that we give.

- Make sure to arrive on time, which means you are in (or outside) your classroom, ready to teach, a few minutes before class begins. If you are running late, please text or call Megan so someone can be there for the start of your class.
- Please do not discuss casting or placement with students or parents before auditions occur. We do not want to give false or unrealistic expectations to students. Encourage students to set up meetings to discuss their progress.
 - Keep your language age appropriate, including music choices. It can be easy to get familiar with students, especially older ones. Please remember that you are a professional, and only accept respectful interactions.
 - Please let us know ASAP if there is a classroom or parent situation that is giving you difficulty, so we can address it quickly.
 - Physical corrections are of course part of what we do, but please be mindful, especially with younger students, to ask before touching them to offer corrections.
 - Teachers may dress in more “formal” dancewear or in activewear, but should always present a neat and appropriate appearance and be able to demonstrate effectively.

Teacher Payment

- Teachers will be paid as independent contractors, and receive a 1099 form each year.
- Teachers will be paid by direct deposit on or before the 5th of each month during the school year. (Or the Friday before if the 5th falls on a weekend)
- Let the office know if there is any change to the information on your W9 or your bank information, so we can alert our accountants to make the changes.
- Monthly time sheets should be placed in mailboxes by the 25th of each month.
- Summer classes and camps will be paid after they are completed. Weekly summer camp rates will be in your contracts that you sign before the summer begins. You will be reimbursed for any receipts you submit for camps up to \$50, but please use studio resources first before purchasing extra materials.
- Teachers will be required to sign a Summer Camp Contract that outlines teacher expectations, responsibilities, and payment. Failure to meet the expectations or complete teacher responsibilities can result in a decrease in pay for that camp. The amount of the decrease is at the discretion of the Executive and Artistic Director.

Finding Substitutes

- We do our very best to not cancel classes, except in the event of extreme weather conditions. It's very disruptive, especially to our youngest students, to have substitutes so please do your best to limit absences.
- We want everyone to work together to find substitute teachers in the event of illness, emergency, or pre-planned absence. PLEASE give as much notice as possible in order to help us plan! If you're sick the night before, text Megan or Mari! We'll start looking for a backup plan in case you can't come.
- In addition to our regular teachers, we have a substitute list of other qualified instructors in the area. If you know someone who might be interested in being on the list, let us know! And if you would like to be contacted to substitute, tell us that too!

Teaching Private Lessons and Drop Ins

- Teachers may use the studio to teach private lessons, or to work on their own projects, as long as the room is free from regular classes and rehearsals.
- Let us know if you would or would not like to be contacted when a customer is looking for private lessons.
- Privates should be paid for by the student directly to the teacher. We do not expect to get a cut of your money made by privates. The website lists all privates as \$65/hour.
- Using the Studio Reservation Calendar on the Staff webpage, you can add a private lesson to an empty studio. Please check this calendar before scheduling a student as there may be an outside rental or event you're not aware of.
- Teachers are welcome to offer drop-in classes during studio breaks. Please let Mari know and she will post the class on the studio email list. These can be paid in cash directly to the teacher (usually \$10/student) or billed through the studio.
- If you are interested in offering a drop in class during the year or summer when we already have classes offered, we may ask for a cut of those profits.
- If you are considering additional teaching or performing opportunities outside the studio, please let us know.

The Basement – Costume & Prop Storage

- The studio has a large supply of props, costumes, arts and crafts and construction supplies in storage in the basement. For the most part, these supplies can be used and borrowed by teachers for studio related performances, events, projects etc.
- Please check the basement before buying anything! While we are happy to reimburse teachers for purchases in most cases, odds are we already have a lot of the things you need!

- Please limit basement use to teachers (and a few parents) ONLY. No students should be allowed in the basement without a teacher present. Please make sure you slam the door behind you when you are done.

Parent Observation Week

- For one week in the fall, parents are allowed into the classroom to observe. This year's week is November 18-23.

Social Media

BDS has no official policy about social media use by faculty and students, but we encourage you to use judgment and discretion when interacting with our dancers and their families on Facebook and other social media sites. If you choose to friend students on Facebook, for example, it will mean that you have to monitor all of your posts for appropriateness—so just think ahead before you do so.

Things to know about Nutcracker:

- Even if you aren't directly involved in our Nutcracker Ballet process, you will be affected at some point, or have students ask you questions.
- Nutcracker auditions will be on Saturday 9/7 at the studio. Any student who is at least 7 years old may audition. Please encourage all students to audition.
- Nutcracker rehearsals are held on Saturday afternoons from September through the performances in December. This usually means that there won't be any studios open for privates or teacher use on Saturdays in the fall until late in the day. Principle rehearsals are held on Friday evenings, but typically do not take up multiple studios.
- Students who are involved in the Nutcracker may be absent from class during Tech Week before the shows.
- If you are interested in helping backstage, let us know! We love having Barriskill teachers backstage to help keep things moving smoothly!

****NEW THINGS TO KNOW ABOUT RECITAL**:**

- **Recital on May 30 and 31, 2019: All Pre-School, Tap, Hip Hop, Jazz, Contemporary, and Teen Classes**
 - o Pre-School parents will fill out a Recital Commitment sheet during regularly scheduled class time the week of November 12-17 (Parent Observation Week). Teachers should email preschool costume preferences (theme, color, etc.) to Megan by the end of this week. Pre-school costumes will be handmade by a local costume designer and nanny to one of our students.
 - o Pre-School costumes will be handed out and parents will sign that they received the costume in the correct size during regularly scheduled class time the week of April 8-13, 2019 (Costume Distribution week)
 - o All Jazz class costumes will be the assigned leotard and tights.

- o All Tap, Hip Hop, Contemporary, Teen class costume choices and sizes must be emailed to Megan before February 1, 2019. Only costume choices communicated to Megan by this deadline will be ordered by the studio (except for circumstances when the costume choice is out of stock, not available in the right size, etc). There will be no reimbursements for costume orders placed by teachers.
- o This year's recital has no theme and you may pick your own music. Each class should have only one piece in the recital. If there are multiple teachers for a single class we will talk about who should be choreographing for each class.
- o If you would like to use props or sets for your piece they need to be approved by Mari (and Duke). Please let Mari know by March 1st if you are interested in this. Props will not be allowed if not communicated in advance.
- **Cinderella on May 29 and May 30, 2019: All ballet classes levels 1 through 8**
 - o Ballet Faculty will discuss role assignments and casting
 - o Teachers are responsible for teaching choreography during class time
- **Bye Bye Birdie and Music Man on May 31, 2019: All MTR classes levels primary through 6**
 - o MTR Faculty will discuss role assignments and casting

General Recital Weekend Information:

- o Teachers have a responsibility to be present for all rehearsals and performances in which they have a class.
- o Teachers are paid a set stipend for recital week, which you will be informed of in January. This will be equal to or greater than your weekly salary, and will be based on the number of your classes and the hours you will need to be in attendance at rehearsals and performances.
- o The last day of regular classes for the year will be May 22nd. The week of memorial day will be used for recital rehearsals only.

Fall Semester

Important Dates:

August 24, 2019	Classes Begin
August 31-September 2, 2019	Labor Day Weekend - CLOSED
September 7, 2019	Nutcracker Auditions
November 17, 2019	Nutcracker Tea Party
November 18-23, 2019	Observation Week (Pre-School Classes

	Recital Commitment sheet filled out)
November 25-30, 2019	Thanksgiving Week - CLOSED
December 13-15, 2019	Nutcracker Performances
December 19, 2018 - January 1, 2019	Winter Break - CLOSED
January 2, 2020	Classes Resume
January 20, 2020	MLK Holiday - CLOSED
April 6-11, 2020	Spring Recess - CLOSED
April 13, 2020	Classes Resume
April 13-18, 2020	Pre-School Costume Distribution Week (Parent Observation)
May 2, 2020	Mandatory Bye Bye Birdie Rehearsal in Studio (MTR 4-5, Teen MTR)
May 9, 2020	Mandatory Cinderella Rehearsal in Studio (Ballet 1-8)
May 16, 2020	Mandatory Music Man Rehearsal in Studio (Primary MTR-MTR 3)
May 16, 2020	Company Performance
May 23-25, 2020	Memorial Day Weekend- CLOSED
May 29-31, 2020	Story Ballet, Spring Musical, and Recitals