



Oklahoma International Dance Festival | Student Handbook and Policies

Austin Hartel, Director austin@okdancefest.org

We are thrilled to welcome you to the Oklahoma International Summer Dance Intensive! This handbook provides the information you need this summer and guidelines you and/or guardians should know while dancing with us. Please review the information carefully.

In preparation for the Intensive, we are sending you the following OI DF information and policies of OI DF that all dancers enrolled in all programs must be aware of. After you and your parent or guardian read this, please sign THE REGISTRATION FORM previously provided. Students will not be allowed to attend classes until they (regardless of age) - and the parent/guardian of students under age 18 - have signed the statement indicating that they have read OI DF policies and that the student agrees to abide by them.

I look forward to seeing you at orientation! Until then, may you be well!!

Austin Hartel

CONTACT INFORMATION

Session One Studio Address: Magnolia Studio, 5th floor. 722 N Broadway Ave #100, Oklahoma City, OK 73102

Session Two Studio Address: 100 North University Drive, Edmond, 73034

Contact Phone: 405-919-9331 (Thyrsa)

Email: info@okdancefest.org

Website: www.okdancefest.org

Social Media (Please Click to Like/Follow Us): @okdancefest Facebook Instagram

We will use **Whatsapp** to send group information.

*****Our preferred method of communication is email*****



IMPORTANT INFORMATION FOR ALL DANCERS

SESSION ONE - July 17-21, 2023

International Participants: OI DF requests international participants schedule their arrival to OKC on July 16, 2023. Airport pick-up will be arranged.

Monday, July 17 – 9:00 am - Orientation at the Magnolia Building - 5th Floor

YOU WILL RECEIVE AN EMAIL WITH SESSION ONE SCHEDULE ON JULY 10.

SESSION TWO - July 21-29, 2023 (THURSDAY, JULY 20, DORM CHECK-IN)

- **Thursday, July 20, 2023**— Session Two Move-in day from 3:00-5:00 at the UCO Dorms (University Suites. 100 N. University Dr., Edmond, OK 73034) Orientation @7:30 pm
- **Friday, July 21, 2023**— First Day of Class with Faculty @ Magnolia Studio (Transportation provided from Dorms to OKC, meals provided)
- **Saturday, July 22, 2023**— Classes at UCO start
- **Friday, July 28, 2023** — Choreography Showcase
- **Saturday, July 29, 2023**— Community Day @ UCO
- **Saturday, July 29, 2023**— Gala Concert
- **Sunday, July 30, 2023**— Move Out Day

OI DF CONCERT Get your tickets online at okdancefest.org/tickets or on the day of the show. General seating. Dance students will have access to ALL OI DF performances

**** Students can leave for home immediately after the performance or may check out of their dorm room by noon on July 30 ****

Contact Phone: 405-919-9331 (Thyrsa)

RESIDENCIAL DANCERS

Housing: Supervised by OIDE-approved chaperons, the University of Central Oklahoma Housing provides dormitory accommodations (bed sheets, blankets, towels, and hand towels). Summer Intensive participants should bring shower necessities in addition to other personal items. It is suggested that students keep electronic items to a minimum for security purposes—**lost key fees: \$50 per key.**

Some Dorm Supplies to think about

- Light blanket or sweater for air-conditioned dorms
- Toiletries, shampoo, soap, toothbrush, toothpaste, deodorant, etc.
- Clothes hangers
- Rainwear
- Slippers (dorm rooms have tile floors)
- Alarm Clock

Accountability: Dancers must be accounted for and must communicate their whereabouts to chaperons by observing Summer Intensive check-in/check-out procedures and policies. All Summer Intensive students UNDER 18 will travel with chaperons at all times while on the UCO campus, adhering to minors on campus guidelines (for those under 18) as defined by UCO.

Guests: No members of the opposite sex are allowed in dormitory halls, except for parents/guardians, during dorm check-in and check-out.

Behavior: Dancers are expected to conduct themselves accordingly while staying on the UCO campus. Violation of OIDE rules and regulations or UCO rules regarding residence life or any laws of the State of Oklahoma (e.g., alcohol consumption, smoking, use of illegal substances) will result in immediate expulsion with no refunds of any kind.

Curfew and Room Check:

- 9:00 p.m. – Dancers on their dorm floor
- 9:30 p.m. – Dancers in their room
- 10:00 p.m. – Lights out



OIDF ATTENDANCE POLICY

Students are required to participate in designated scheduled weeks of the program. All students must attend all classes they are enrolled in regularly and punctually.

Students arriving late to the dance studio must observe rather than participate.

Students must have the faculty's permission to leave class.

Appropriate procedures to follow when ill or injured are described below. In addition, any dancer with an unexcused absence or who has not participated in at least 80% of their dance classes may not be allowed to perform in the Closing Performances on July 29-30.

Students should not miss class due to a doctor's appointment without special permission from the summer intensive director. All appointments for any situation must be scheduled around the student's class schedule when possible.

WHAT TO DO WHEN ILL OR INJURED:

When a student cannot attend class because they are ill, they must report to OIDF staff before dance class time to help them to a nearby urgent care facility. Students who are reported by the care facility as "confined" to bed will be excused from dance classes and rehearsals.

Residential students who are not confined to bed but have been recommended not to dance must observe their dance classes. If a student fails to observe class, this absence will be considered unexcused.

Note: Only an instructor may excuse a student from observing their class. If a student is injured, they should go to dance class and explain the injury to the dance instructor, who will either ask the student to partially participate or observe or refer the student to the athletic trainer.

Non-Residential (Commuter) Students under 18

When a commuter student is not able to attend dance class because they are ill or injured:

(1) A parent or guardian must notify by telephone Thyrsa Da Rosa Communications Director at (405) 919-9331 of the student's absence before dance class time.

Or (2) upon the student's return, the student must submit to the director a note written by the parent/guardian, which includes the date(s) of absence(s) and reason for absence(s), such as family emergency, health issues, etc.



Otherwise, without verification, the absence(s) will be unexcused. Commuter students who have been recommended not to dance must observe their dance classes unless illness prevents this. If a student fails to observe class, this absence will be considered unexcused. Note: Only an instructor may excuse a student from observing their class.

Residential and Non-Residential Students over 18

College-age students are expected to act maturely and make decisions about their need for medical evaluation. They should exercise good judgment in determining if they need to rest and make sure they don't expose their fellow students to illness. Verification will be needed for those students with extended illnesses or injuries.

Suppose a college-age student is ill or injured. In that case, they must contact OI DF Staff BEFORE the class(es) the student will miss begins and leave a detailed message - give your name, the reason for absences (family emergency, health issues, etc.), what class(es)/rehearsals to be missed, and the telephone number where you can be reached. Otherwise, the absence(s) will be unexcused. The OI DF staff number is (405) 919-9331

Process for Pre-arranging Absences due to Special Circumstances

Requests for excused absences for personal reasons, such as family emergencies, special events, transportation problems, etc. will be considered by the summer school director on an individual basis upon presentation of a written statement from a parent or guardian for students under age 18 or from the student age 18 and above. To be given consideration, the written statement must be submitted to the summer intensive director during the first week of the summer course. If the absence is due to an unforeseen emergency, the written statement must be submitted to the summer intensive director as soon as possible.

Family vacations are not a valid reason for excusing absences.

WITHDRAWAL OR DISMISSAL FROM OI DF

In some instances, such as severe illness or injury, when the student cannot participate in their dance classes for an extended amount of time, it may be recommended that the student withdraws from the Summer Intensive. Each case must be discussed with the summer school director.

Any violation of the rules and regulations stated in the Summer Intensive Handbook could result in dismissal.



LEVELS: All levels and sessions will prove to be challenging and enriching. The faculty will have a sharp eye on the students during the entire intensive but especially during the first few days to ensure that each student is placed correctly. We may determine that it is in the best interest of the dancer and group to move him/her/they into another group.

ARRIVAL TIME: Please plan on arriving 15-30 minutes early to the start of the session to allow time to chat and warm up. Doors open for the day at 8:00 am.

RESTROOM + CHANGING ETIQUETTE: We have limited breaks. Please do not use the toilet stalls to change; instead, use the ample dressing rooms.

LUNCH + BREAKS: All dancers will have a 60-minute break for lunch. Meals for dancers staying on campus will be served in the Cafeteria. If you are a commuter dancer, please pack plenty of water, a healthy lunch, and snacks to sustain you for the day.

SMOKING: UCO is a smoke-free campus.

PARENTAL VISITING POLICIES: There will be no undue parental visiting or observation. Parents are not to use the foyer as an office. They will rejoin their parents at 7:00 or 8:00. Kindly do not request special consideration for this rule.

NEIGHBORHOOD: We are in a great community! There are restaurants and many coffee shops, fitness studios, nail salons, spas, and shops within four blocks for your convenience if you cannot go home between drop-off and pick-up or are visiting from out of town.

SOCIAL MEDIA: We invite you to follow @okdancefest on Facebook and Instagram

Dress Code and General Dress Rules

The student's responsibility is to adhere to the dress code as posted. Only simple earrings may be worn in classes and rehearsals for health and safety reasons. No other jewelry or watches should be worn.

Extraneous clothing such as leg warmers, sweat pants, shorts, loose sweaters, plastic coverings of any sort, sweatbands on the wrist, headbands, and bandanas are optional and subject to the instructor's criteria.

Students are required to keep their hair in a state that is relative to the art form they are practicing and off their face.

Dress code for all Ballet Classes

Hair must be neatly put up away from the dancer's face.

Ladies: Leotards, tights with feet, and ballet slippers (canvas or leather). Pointe shoes for Pointe class. **Please bring tights, a black and a red leotard for performances.** Men: Fitted t-shirts, fitted pants or tights, and ballet slippers (canvas or leather).

Modern Class: leotards and black tights. Shoes: Bare feet

DRESS CODE

Ladies:

- ☒ At least 1 pair ballet slippers in good condition
- ☒ At least 1 pair jazz shoes in good condition
- ☒ At least 1 pair pointe shoes in good condition or as many as you would need
- ☒ 1 solid bright color camisole leotard
- ☒ 1 solid black camisole leotard
- ☒ 1 pair black jazz pants
- ☒ 3 or more favorite leotards
- ☒ 1 solid nude camisole leotard
- ☒ 1 solid black dance skirt
- ☒ 3 or more pairs dance tights in black, pink and/or skin tone
- ☒ Makeup and hair supplies for performance

Men:

- ☒ At least 1 pair ballet slippers in good condition
- ☒ At least 1 pair jazz shoes in good condition
- ☒ 1 solid black fitted dance shirt
- ☒ 3 or more favorite dance shirts
- ☒ 1 pair black jazz pants
- ☒ 1 pair black full-footed tights
- ☒ 3 or more pairs favorite dance tights



- ☒ 3 or more dance belts
- ☒ Makeup and hair supplies for performance

Instructor-Dancer Contact

OIDF strives to offer teaching that is individual and “hands-on.” Under normal circumstances, it is appropriate for a faculty member to manually and physically position a student to improve technique. OIDF never condones nor tolerates any touching of students by instructors that is harmful, professionally reckless, or violates generally accepted tenets of propriety.

HANDBOOK ACKNOWLEDGMENT

I, _____, have received The Dallas Conservatory International Summer Dance Intensive Parent/Student Handbook Handbook, and understand all of the expectations, guidelines, and requirements stated therein. I agree to abide by all policies and all rules set forth in the Handbook.

Parent Signature _____

Date: _____

Student Signature _____

Date: _____



SUMMER INTENSIVE 2023 HANDBOOK