



THE SCHOOL at the
MARK MORRIS
DANCE CENTER

Policies **Handbook** 2020 | 2021

COVID-19 Addendum

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I. Introduction

This document should serve as an addendum to the School Handbook to provide additional information during the COVID-19 pandemic. All policies are addressed in the School Handbook. This addendum will only address modifications made to accommodate the new format of programming during the spread of COVID-19. An in-depth MMDG Safety Plan will be forthcoming and made available via the website in September 2020. If anything is unclear, please feel free to ask questions. The health and safety of our community is our top priority. We appreciate your understanding and flexibility as we respond to the ever-evolving recommendations and regulations surrounding the pandemic. If and when necessary changes to policies occur, the Education team will communicate with families and update this handbook as soon as possible.

II. Registration

The Children & Teens program is for students 4-18 years old. For the 2020-2021 School Year, we have adjusted the calendar to provide more flexibility for families from a two 16-week semester format, to four 8-week quarters. All families will be required to re-register children each quarter.

Online registration is the most effective and efficient way to register children. In the event of an emergency, registrations can be processed over the phone with a Staff member from Mark Morris Dance Group. The Dance Center will be re-opening in three Stages. During Stages One and Two there will be no in-person registration available. Please email schooladmin@mmdg.org for assistance. →



II. Registration *continued*

There are no priority registration periods for any students. Classes close for registration after the first week of class has taken place. Once registration closes, class cancellations or refunds cannot be processed. All registration dates are listed below:

August 17	Qtr 1 registration opens
October 6	Last day for Qtr 1 registration or class changes
November 3	Qtr 2 registration opens
December 8	Last day for Qtr 2 registration or class changes
January 11	Qtr 3 registration opens
February 27	Last day for Qtr 3 registration or class changes
March 22	Qtr 4 registration opens
May 3	Last day for Qtr 4 registration or class changes

Trial Classes: Families must contact the Education team via email at least one day in advance to participate in a trial class. Trial Classes are only available on the first day of the quarter and if there is still space in the class. Students are allowed to attend one class as a trial free of charge. Trialing a class does not guarantee a space to be held for registration. Families are encouraged to register as soon as possible following a trial class to ensure they can secure a space.

Payment: Payment should be made using a credit or debit card through Active Networks, the software used to manage online registration. Families who need to use a different payment method should contact The School via schooladmin@mmdg.org.



III. School Policies

Stage One **Beginning September 2020**

During Stage One of programs, all classes will be delivered in a 100% online format via Zoom with MMDG faculty being filmed at the Mark Morris Dance Center.

Zoom Links: Registered students will receive the links for their respective classes through the confirmation email for each class. This link will be valid for the entirety of the quarter unless otherwise communicated by The School. All Zoom meetings are password protected. Classes will not be recorded.

Preparing for class: Students should log on to Zoom 5 minutes prior to the start of class, at which time they will be placed in a waiting room. They should be dressed in the appropriate clothing and have a space of approximately 5'X5' cleared. Students enrolled in Ballet should also be prepared with a sturdy item they can hold onto to use as a ballet barre. Students are encouraged, but not required, to turn on their video. At the start time of the class, students will be admitted by MMDG faculty. MMDG is not available to assist with a student's personal technical difficulties.

Faculty: Each class is assigned with a minimum of a Teaching Artist and an Assistant Teaching Artist, with most classes also being accompanied by a Musician.

Missed Classes: There are no make-up classes for missed classes.

Class Times: Classes begin and end on time. However, included in class-time is an opportunity for faculty to ensure the Zoom classroom is set up with expectations around participation. →



III. School Policies *continued*

Cancellations: Once registration closes, The School reserves the right to cancel any class with an enrollment of less than five students. In the event of class cancellation, we will contact you with a second option, or a full or pro-rated refund will be given.

Closures: Should the Mark Morris Dance Center need to close its doors entirely during Stage One for any reason, classes will continue to be delivered online via Zoom with the faculty teaching from their respective homes. Refunds will not be issued.

Stage Two **Beginning no earlier than January 2021**

During Stage Two of programs, classes will be delivered in a hybrid online/in-person format with some classes remaining 100% online. Classes designated to take place in the hybrid format will be split into two Groups (A and B) and alternate every week of the quarter with Group A taking class in-person on weeks 1, 3, 5, and 7 and Group B taking class in person on weeks 2, 4, 6, and 8. During their respective online weeks, students will access class via Zoom and in-person students and MMDG faculty will be filmed from the Mark Morris Dance Center.

Group Assignment: Students will be assigned to Group A or B prior to the first class of the quarter based on a 50/50 split alphabetically. Students who register after the first class but before registration closes will be assigned to their group prior to the second class of the quarter. Group assignments will be communicated via an email from the Education team. Requests related to group preference cannot be accommodated. →



III. School Policies *continued*

Zoom Links: Registered students will receive the links for their respective classes through the confirmation email for each class. This link will be valid for the entirety of the quarter unless otherwise communicated by The School. All Zoom meetings are password protected. Classes will not be recorded.

Faculty: Each class is assigned with a minimum of a Teaching Artist and an Assistant Teaching Artist, with most classes also being accompanied by a Musician.

Preparing for class: Students attending class in-person should arrive at the Mark Morris Dance Center with dance clothes on underneath their other clothing. There will be limited access to changing rooms and students must keep their belongings with them at all times.

Students accessing class via the online format should log on to Zoom 5 minutes prior to the start of class, at which time they will be placed in a waiting room. They should be dressed in the appropriate clothing and have a space of approximately 5'X5' cleared. Students enrolled in Ballet should also be prepared with a sturdy item they can hold onto to use as a ballet barre. Students are encouraged, but not required, to turn on their video. At the start time of the class, students will be admitted by MMDG faculty. MMDG is not available to assist with a student's personal technical difficulties.

Missed Classes: There are no make-up classes for missed classes.

Class Times: Classes begin and end on time. However, included in class-time is an opportunity for faculty to ensure the Zoom classroom is set up with expectations around participation. Students attending class in-person will be assigned strict drop-off and pick-up times to ensure mitigate exposure to other students and teachers. Students must go directly to their respective studios upon being dropped off. →



III. School Policies *continued*

Cancellations: Once registration closes, The School reserves the right to cancel any class with an enrollment of less than five students. In the event of class cancellation, we will contact you with a second option, or a full or pro-rated refund will be given.

Closures: Should the Mark Morris Dance Center need to close its doors during Stage Two for any reason, classes will continue to be delivered online via Zoom with the faculty teaching either from the Mark Morris Dance Center or their respective homes. Refunds will not be issued.

COVID-19 Symptoms or Positive Test

If a faculty/staff member/student experiences COVID-19 symptoms OR tests positive for COVID-19 OR has been in significant close contact with someone who has tested positive for COVID-19, MMDG will deploy the protocols as laid out in The MMDG Safety Plan. We will have that accessible for families on the website in September 2020.

Stage Three *Beginning when deemed safe*

During Stage Three of programs, classes will be delivered in a 100% in-person format, with the opportunity to opt-in online for those who prefer.

Preparing for class: Students should refer to the typical policies laid out in the 2020-2021 School Handbook.

Zoom Links: Registered students will receive the links for their respective classes through the confirmation email for each class. This link will be valid for the entirety of the quarter unless otherwise communicated by The School.

Missed Classes: There are no make-up classes for missed classes. →



III. School Policies *continued*

Class Times: Classes begin and end on time. However, included in class-time is an opportunity for faculty to ensure the Zoom classroom is set up with expectations around participation. Classes begin and end on time. However, included in class-time is an opportunity for faculty to ensure the Zoom classroom is set up with expectations around participation. Students attending class in-person will be assigned strict drop-off and pick-up times to ensure mitigate exposure to other students and teachers. Students must go directly to their respective studios upon being dropped off.

Cancellations: Once registration closes, The School reserves the right to cancel any class with an enrollment of less than five students. In the event of class cancellation, we will contact you with a second option, or a full or pro-rated refund will be given.

Closures: Should the Mark Morris Dance Center need to close its doors during Stage Three for any reason, classes will continue to be delivered online via Zoom with the faculty teaching either from the Mark Morris Dance Center or their respective homes. Refunds will not be issued.

COVID-19 Symptoms or Positive Test

If a faculty/staff member/student experiences COVID-19 symptoms OR tests positive for COVID-19 OR has been in significant close contact with someone who has tested positive for COVID-19, MMDG will deploy the protocols as laid out in The MMDG Safety Plan. We will have that accessible for families on the website in September 2020.



IV. Classroom Etiquette

Stage One **Beginning September 2020**

Students must arrive on time for online class, properly dressed and ready to dance. A student arriving more than 15 minutes late may be asked to observe class. Important warm-up exercises take place in the beginning of class and a student who is not properly warmed risks being injured. Late arrivals are also disruptive to the class.

Students should remember to use the bathroom before class begins to minimize interruptions. If it is necessary to use the bathroom during class, the student should ask the teacher via the chat function for permission and return to class promptly.

Students who are disruptive will be given a warning. If they continue to be disruptive, they will be asked to observe the class. All such incidents will be discussed with parents.

Parents are asked to remain distant from the class to the extent that it is possible to minimize distractions.

Stage Two **Beginning no earlier than January 2021**

Students must arrive on time for online or in-person class, properly dressed and ready to dance. A student arriving more than 15 minutes late may be asked to observe class. Important warm-up exercises take place in the beginning of class and a student who is not properly warmed risks being injured. Late arrivals are also disruptive to the class.

Students should remember to use the bathroom before class begins to minimize interruptions. If it is necessary to use the bathroom during class, the student should ask the teacher for permission and return to class promptly. All bathrooms and locker rooms at the Dance Center will be set up for single-stall use. →



IV. Classroom Etiquette *continued*

Students who are disruptive will be given a warning. If they continue to be disruptive, they will be asked to observe the class. All such incidents will be discussed with parents.

Parents are asked to remain distant from online class to the extent that it is possible to minimize distractions. Parents of students taking class in-person may not enter the Dance Center.

Stage Three **Beginning when deemed safe**

Students must arrive on time for class, properly dressed and ready to dance. A student arriving more than 15 minutes late may be asked to observe class. Important warm-up exercises take place in the beginning of class and a student who is not properly warmed risks being injured. Late arrivals are also disruptive to the class.

Students should remember to use the bathroom before class begins to minimize interruptions. If it is necessary to use the bathroom during class, the student should ask the teacher for permission and return to class promptly.

Students who are disruptive will be given a warning. If they continue to be disruptive, they will be asked to observe the class. All such incidents will be discussed with parents.

Parents of students taking class in-person may not remain in the lobby.



V. Lobbies and Waiting Areas

During all three Stages, parents/guardians will not be allowed in the building until it is deemed safe based on NY state and Center for Disease Control regulations and recommendations.

VI. Drop-Off, Check-In and Pick-Up

Stage One **Beginning September 2020**

Students should log onto Zoom 5 minutes prior to their class beginning. They will be placed in a waiting room and, when class begins, will be admitted from the waiting room by MMDG faculty. MMDG faculty will take attendance at the beginning of each class.

Stage Two **Beginning no earlier than January 2021**

Students participating online should log onto Zoom 5 minutes prior to their class beginning. They will be placed in a waiting room and, when class begins, will be admitted from the waiting room by MMDG faculty. MMDG faculty will take attendance at the beginning of each class.

Students attending class in-person will be assigned strict drop-off and pick-up times to mitigate exposure to other students and teachers. Upon drop-off, students will be checked in and admitted to the building one at a time and directed to their studio, where their teacher will be waiting to take attendance. Assistance on getting to their studio will be provided as needed.

At the end of class, students will be gathered by MMDG faculty and led through the lobby to be picked up outside the building by their respective parent/guardian during their assigned pick-up window. →



VI. Drop-Off, Check-In and Pick-Up *continued*

Students must be picked up on time. Please note that start and end times of classes have been staggered to mitigate exposure of students and teachers to each other. Students who are picked up outside of their designated window will be counteracting measures that have been put in place for their safety.

Stage Three **Beginning when deemed safe**

Students participating online should log onto Zoom 5 minutes prior to their class beginning. They will be placed in a waiting room and, when class begins, will be admitted from the waiting room by MMDG faculty. MMDG faculty will take attendance at the beginning of each class.

Students attending class in-person will be assigned strict drop-off and pick-up times to mitigate exposure to other students and teachers. Upon drop-off, students will be checked in and admitted to the building one at a time and directed to their studio, where their teacher will be waiting to take attendance. Assistance on getting to their studio will be provided as needed.

At the end of class, students will be gathered by MMDG faculty and led through the lobby to be picked up outside the building by their respective parent/guardian during their assigned pick-up window.

Students must be picked up on time. Please note that start and end times of classes have been staggered to mitigate exposure of students and teachers to each other. Students who are picked up outside of their designated window will be counteracting measures that have been put in place for their safety.

Students participating online should log onto Zoom 5 minutes prior to their class beginning. They will be placed in a waiting room and, when class begins, will be admitted from the waiting room by MMDG faculty. MMDG faculty will take attendance at the beginning of each class.

All policies and procedures are subject to change based on evolving recommendations.

