



## **KP3 HANDBOOK**

2017 – 2018

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### **About the Keshet Pre-Professional Program**

Keshet's Pre-Professional Program (KP3) is a comprehensive dance training program. Participation in this program requires a serious commitment from both the student and their family. KP3 combines rigorous training in modern, ballet, hip hop, jazz, pointe, improvisation, and a variety of other techniques to create a well-rounded and versatile dancer. KP3 students work with experienced teachers and guest artists from around the world, exposing them to varied teaching and choreographic styles. The program cultivates serious-minded dancers, equipping them with the technique, strength, consistency, refinement, artistry, knowledge, and professionalism that will be necessary to pursue a professional career.

### **Application**

The KP3 school year runs August through May. Students and their families register for the full school year and should be prepared to commit for an entire school year. Students may not join mid-session without prior approval from Keshet's Artistic Director and the KP3 Director.

**July:** KP3 Audition Forms and Scholarship Application for the upcoming school year are made available.

**August:** Placement Auditions for new and returning students are held to determine each student's appropriate level by KP3 Faculty and Keshet's Artistic Director.

**August:** Students are given their placements. Scholarship applications are due.

**The First Day of Class:** Family KP3 Contracts, registration fees, and first payments are due BEFORE the student's first KP3 class begins. Students without any of the required materials will not be allowed to participate in class.

### **Attendance**

Students are expected to attend and participate in ALL of their weekly registered classes as well as ALL assigned rehearsals, meetings, and performances for *Alice*, the Keshet Spring Concert Series, and the KP3 Spring Concert. KP3 students are required to fulfill minimum class requirements in all disciplines for their appropriate level. Students will register for classes at the beginning of the semester, although the schedule is designed to be flexible. KP3 Tuition includes access to unlimited Keshet community classes of an appropriate level. If a student must miss a class, they are encouraged to make the class up by taking an additional class at Keshet. Students are encouraged to take extra classes in order to keep their training on track. Check the KP3 Board frequently to see how many classes you have taken.

**The week prior to the KP3 Spring Concert and Keshet Spring Concert Series are considered tech week. NO absences will be permitted unless prior approval has been given by Keshet's Artistic Director or the KP3 Director. All KP3 students must be at or below the maximum amount of absences for the year by tech week in order to perform in *Alice*, the KP3 Spring Concert, and/or the Spring Concert Series.**

**If a student does not fulfill minimum class requirements before that semester's production, they will be put on automatic probation and may be removed from a performing role in an upcoming production. If the student is removed from a performing role, he or she will be expected to continue to participate in the production in a non-dancing capacity. Excessive absences are grounds for removal from the Pre-Professional Program.**

### **Illness and Injury**

If you are sick and cannot participate in class, please stay home and recover. Please call in **all** absences to your registered classes to Keshet (505-224-9808) or email the KP3 Director. If an injury requires you to sit out of class, a doctor's note must be given to a member of KP3 Faculty before the class. While injured, you are expected to attend and observe your scheduled classes and rehearsals. A report detailing class notes must be shown to the KP3

Instructor after each class in which a dancer sits out. Two instances of class observation are the equivalent of taking one class.

### **Timeliness**

“On-time” to class means that the student is in the studio space prior to the start of class, preparing physically and mentally for class. Each student is expected to warm-up and focus before class begins. Simply being in the building does not mean that the student will be counted as on-time and present.

Both the student and the parent are expected to see that the student arrives on time for class. The parent is also expected to pick up the student in a timely manner. If a parent picks up his or her student more than 15 minutes after the student’s final class of the day, a \$5 late fee may be assessed. For every hour that passes after the first 15 minutes, another late fee will be assessed.

### **NEW! Dress Code**

The purpose of Dress Code is to prepare KP3 students to train in a safe and pre-professional manner. In all technique classes, you are expected to be attired appropriately. No bootie shorts, low riders, urban/gaucha pants, crop tops or bare midriffs without covering shirt are allowed. Students not adhering to the dress code will not be allowed to take class. All students must be fully dressed when entering or exiting the building, including cover up for tops and bottoms. Each KP3 Faculty member may specify specific dress code preferences.

<b>Ballet</b>	<p>Please wear:</p> <ul style="list-style-type: none"> <li>• Solid color leotard with pink tights OR black tights with a tight-fitting white shirt, tank top, or leotard</li> <li>• Ballet slippers with elastic or pointe shoes with elastics and ribbon are <u>required</u></li> <li>• Ballet skirt may be worn</li> <li>• All hair <u>must</u> be secured out of the face in a <u>neat</u> bun</li> <li>• Appropriate undergarments (sports bras, dance belt/supporter)</li> </ul>
<b>Contemporary and Jazz</b>	<p>Please wear:</p> <ul style="list-style-type: none"> <li>• Solid color leotard with pink or black tights OR black tights with a tight-fitting white shirt, tank top, or leotard</li> <li>• Contemporary: Bare feet are <u>required</u></li> <li>• Jazz: Jazz shoes are <u>required</u></li> <li>• Black leggings or dance pants may be worn</li> <li>• All hair <u>must</u> be secured out of the face</li> <li>• Appropriate undergarments (sports bras, dance belt/supporter)</li> </ul>
<b>Hip Hop</b>	Rehearsal dance clothing is acceptable, but no street clothes. Pants and sneakers are preferred.
<b>Rehearsal</b>	No street clothes. Form fitting dance clothes, t-shirts, warm-ups, leotards, leggings, and bare feet are acceptable. Appropriate rehearsal clothing should correspond with the style of piece being rehearsed.
<b>Jewelry</b>	No loose jewelry should be worn during classes or rehearsals.
<b>Warm-Up Clothes</b>	Instructor permission required. Any warm up clothing must be form-fitting.

When representing Keshet at special events such as galas, fundraisers, performances, etc., students should dress appropriately for the situation. Please ask the KP3 Director if you are unsure if your dress will be appropriate for the event in question. Any questions about proper attire should always be discussed with your instructor. Preparation and presentation of your physical instrument are the dancer’s responsibility and part of your training. If you have any issues or questions about the KP3 Dress Code, please feel free to discuss with the KP3 Director.

### **KP3 Board**

KP3 students and families must keep a watchful eye on the KP3 board (located in the Keshet lobby). Consistent announcements will be posted regarding *Alice*, KP3 Spring Concert and Spring Concert Series, KP3 schedule changes, new KP3 opportunities, and other required meetings.

### **Dressing Rooms**

Please keep all of your belongings with you at all times. Keshet Center for the Arts Dressing Rooms may be used during performance times only, not during regular class sessions. When using the Keshet Center for the Arts Dressing Rooms, it is your responsibility to keep your dressing rooms clean. Keshet Center for the Arts is not only our home, but should be a clean community space.

### **NEW! Medication Needs Information:**

KP3 students often spend many long hours at Keshet and we understand that some dancers may require medication during these times. In order to ensure proper administration of medication to dancers under the age of 18 while at Keshet, an Authorization to Administer Medication Form must be completed and returned to either the KP3 Director or Front Desk. Keshet will not distribute any medications (over the counter or prescription) without written permission from parents or guardians.

### **Conferences**

Parent/Student/Teacher conferences will be offered Mid-Year and at the End of the Year with the KP3 Director and other KP3 Faculty members. Conferences help the Faculty offer constructive advice about students' progress, strengths, and weaknesses to dancers and parents in a positive manner. Conferences also allow students and parents to address any concerns they might have about the KP3 program. Talking to students and parents helps the Keshet staff identify each student's individual goals and come up with a plan of action to help students grow as dancers and achieve their goals. Conferences are optional but highly recommended. If a student chooses not to participate in a conference, student should ask the KP3 Director for their Evaluations. At any time during the year, parents, students and/or instructors may request an additional conference with the KP3 Director.

### **KP3 Levels and Evaluations**

Students will be placed in appropriate levels for each discipline at the beginning of the school year. Students are **NOT** automatically moved into the next level at the end of the year. Appropriate timing for a student to move from one level to the next will be determined by ongoing evaluation of each student by the instructors and KP3 Director. Progression from one level to the next is based on, but not limited to, a variety of criteria both objective and subjective. Students are evaluated for level placement and advancement in two general categories:

#### **Physical Development (Body)**

Development and grasp of technique  
Muscle development and strength  
Physical stamina  
Overall fitness and flexibility  
Abdominal/core strength

#### **Focus/Dedication (Mind and Heart)**

Attention span in class and rehearsal setting  
Attitude in and out of class and rehearsal setting  
Level of receptiveness to direction and correction by instructors  
Attendance history  
Consistency in dance training (based on KP3 attendance and activity outside of KP3 session)

### Other KP3 Opportunities

KP3 affords unique opportunities for students in the program. Some workshops will be mandatory, others will be optional. These opportunities will continue and supplement the training our instructors provide.

### Assignments

Throughout the school year, KP3 students may be given written assignments. If the assignment is not turned into the KP3 Director by the due date, one class will be deducted from each discipline in that KP3 student's attendance tally.

### Choreography

KP3 students are encouraged to explore the development of their own choreography. If students would like the opportunity to present their original works, there are various production opportunities throughout the year. Watch the Call Board and read submission forms carefully for requirements and deadlines.

### Guest Artists

Keshet hosts Guest Artists in which world-renowned dancers and choreographers come to work with the Keshet Repertory Company on new or existing works. During their tenure at Keshet, guest artists may teach KP3 classes and workshops, which are invaluable opportunities for KP3 students to learn from master teachers.

### Warm-Ups

For the purpose of safety, **ALL** KP3 dancers are required to participate in warm-up sessions before **ALL** performances. Warm-ups may be excused if approved by the KP3 Director, Education Director, or Artistic Director *before* the scheduled warm-up time.

### Working with Keshet's Repertory Company

Students in Upper Levels may be asked by the Artistic Director to work with the Keshet Company for activities such as classes, rehearsals, productions, touring, etc., outside of regular class curriculum. This is a unique opportunity to be involved on a professional level with Company members. Not all students will participate in these activities.

### Technical Theater

KP3 students have a unique opportunity to learn a variety of technical aspects of theater/performance and apply that knowledge during Keshet productions. Interested students should speak with the KP3 director to set up a mentorship project with Keshet's Technical Staff and partners. Students who participate are able to study and apply topics such as Lighting Design and Operation, Sound Design and Operation, Stage Management, and more.

### Summer Training

KP3 students intending to continue their studies in KP3 are expected to pursue consistent, quality training during the summer months. Classes are available at Keshet as well as a variety of high-quality summer training programs around the country. **It is critical that summer training is not neglected. Students who choose not to pursue appropriate summer training should know that their level placement the following fall will be affected. Students who wish to participate as an assistant with Keshet summer Community Classes should contact the KP3 Director.**

### Lost and Found

Lost and found items brought to the Front Office will be held for a reasonable amount of time. Students are asked to mark all belongings with their names in permanent ink. Valuables and large sums of money should not be brought to Keshet. Keshet assumes no responsibility for loss or theft of dance clothing, pointe shoes, books, electronics, or other personal items that are left unattended at Keshet Center for the Arts building (including the lobby, studios, and dressing rooms).

## Level Descriptions

### **Applicable to all levels:**

- Students take 6-11 technique classes per week
- Some students may be asked to participate in additional higher-level classes
- In the fall, students participate in *Alice* as dancers and/or rehearsal assistants
- In the spring, students participate in the KP3 Dance Concert and Spring Concert as dancers, rehearsal assistants and/or choreographers
- The spring session also includes a KP3 Rehearsal Period in preparation for the KP3 Spring Concert
- The fall and spring include a weekly workshop class covering a variety of topics, including: choreography, improvisation, dance history, French terminology, music for dancers, audition techniques, kinesiology and body awareness, nutrition and educational advisement, and other important topics

### **Levels I and II:** Students will demonstrate the ability to:

Develop and maintain focus and attention span during class and rehearsals  
Develop receptive and respectful attitude in a professional class setting  
Understand mentorship role in rehearsal and class setting  
Build a solid technical foundation of basic dance concepts and body awareness  
Develop an understanding of abdominal/core muscles  
Begin to develop precise footwork  
Develop independent thinking and problem solving  
Developing stage presence and performance quality of dance technique

### **Levels III and IV:** Students will demonstrate the ability to:

Expand application of all goals and techniques listed under Level I  
Begin to mentor younger students  
Collaborate with other students to create original choreography  
Build and understand how to maintain core/abdominal strength  
Expand knowledge of the body  
Increase overall fitness, total body strength and flexibility  
Increase precision in footwork

### **Level V:** Students will demonstrate the ability to:

Expand application of all goals and techniques listed under previous levels  
Increase professionalism and take on mentorship roles in rehearsal and class settings  
Create original choreography  
Maintain core/abdominal strength  
Increase total body strength, overall fitness and flexibility  
Understand rhythm and tempo and how it relates to the timing of music  
Utilize knowledge of the body towards dance technique  
Independently practice technique and choreography  
Explore dynamic performance qualities within class, rehearsal and performance

### **Level VI:** Students will demonstrate the ability to:

Expand application of all goals and techniques listed under previous levels  
Increase and maintain a professional disposition and take on mentorship roles in rehearsal and class settings  
Sustain strong and accurate dance technique in class, rehearsal and performance  
Prepare and build strength for Pointe work or sustained total body strength for partnering

Maintain core/abdominal strength  
Increase total body strength, overall fitness and flexibility  
Identify rhythm and tempo and how it connects to the timing of music  
Independently practice technique and choreography  
Implement dynamic performance qualities in class, rehearsal and performance

### **Expected Behavior and Disciplinary Actions**

Students in KP3 are expected to lead by example as positive mentors and role models for others at Keshet. Respect and kindness is expected both in and out of the class and rehearsal setting. Abusive, profane, or disrespectful language is not acceptable at any time. Inappropriate behavior which is disrespectful and distracting from the purpose and goals of KP3 is not tolerated. If a student's behavior becomes inappropriate, they will be asked to leave the class rather than participate. If this behavior persists, the student will be put on KP3 probation and potentially removed from the program.

KP3 students are representatives of KP3 and Keshet both inside the studio and out. As such, any student whose actions tarnish the reputation of KP3 and Keshet, jeopardizes the safety, order, and discipline, or social cohesion of the community, regardless of where or when those actions occur, including on social media websites, may be subject to disciplinary actions.

Respect for the law as well as a genuine concern for the physical, psychological, and emotional well-being of all its students motivates Keshet policies in this crucial area. Major school infractions typically require thoughtful consideration of all issues; therefore, decisions regarding infractions may not be immediate.

If a student uses, possesses, or is under the influence of controlled substances, unauthorized prescription drugs, abuse of prescriptions drugs, illegal drugs, or alcohol, or possesses drug/alcohol paraphernalia at Keshet, in locations within sight of Keshet, during on or off-campus Keshet-sponsored activities or programs, or while representing Keshet in any capacity, the student may be suspended.

It is important to address actions that will be taken in the event that a student is not adhering to the expectations of KP3. These expectations, outlined above, range from behavior to attendance to dress code. If a student consistently demonstrates low results or falls behind in any of the expectation areas at any time, the following disciplinary actions will occur in this order:

1. Two verbal warnings will be given by a teacher and/or Keshet staff member
2. A written warning will be mailed home to be signed by the parent and returned to the KP3 Director within one week.
3. A personal conference will be called with the parent(s), teachers and student(s).
4. The student will be put on temporary probation, which may consist of removal from a performing role in an upcoming production, and a zero-tolerance policy for absences and/or inappropriate behavior.
5. The student will be removed from the program.

**Depending on the severity of the situation, Keshet Dance reserves the right to remove a student from the program without completing steps 1-4.**



## Leaving the Pre-Professional Training Program

### Programmatic

If a student chooses to leave the program at any time they should notify their instructors and KP3 Director in advance. An exit conference is recommended. Registration only occurs in August, and students are welcome to return to the program at that time. Students may not return mid-year.

### Financial

If a student chooses to leave the program:

- Before the first day of classes,** 100% of any tuition paid is fully refundable (not including the \$50 registration fee)
- Within the first four weeks of classes,** 60% of the tuition is fully refundable (not including the \$50 registration fee). If a family is paying a quarterly or monthly payment, **40% of the full tuition will still be owed to Keshet.**
- After the first four weeks of classes,** no refunds are available and **quarterly or monthly payments are still due to Keshet.**

### Removal from KP3

If a student is asked to leave KP3 for any reason, **they are still responsible for FULL payment for KP3 as previously described.** If a student is removed from the program and enrolls in community classes, KP3 tuition fees CANNOT be applied to community classes. If a student leaves KP3 for financial or programmatic reasons, KP3 tuition fees may be applied to community classes during the same session. This will be determined on a case-by-case basis by the KP3 Director.

### Bullying Will Not Be Tolerated

Bullying is the use of force or coercion to abuse or to intimidate others. The behavior can be habitual and involve an imbalance of social or physical power. It can include verbal harassment or threat, physical assault or coercion and may be directed repeatedly towards particular victims, perhaps on grounds of class, race, religion, gender, sexuality, appearance, behavior, or ability.

Verbal bullying includes: Teasing, Name-calling, Inappropriate sexual comments, Taunting, Threatening to cause harm

Social bullying includes: Leaving someone out on purpose, Telling Other Children not to be Friends with Someone, Spreading Rumors about Someone, Embarrassing someone in public

Physical bullying includes: Hitting/Kicking/Pinching, Spitting, Tripping/Pushing, Taking or Breaking Someone's Things, Making Mean or Rude Hand Gestures, None of the Above or other Similar Behaviors will be Tolerated.