



KP3 HANDBOOK

2018 – 2019

Revised 7/1/2018

Shira Greenberg

Founder and Artistic Director

Shira@KeshetArts.org

Sarah Gonzales

Pre-Professional Education Director

KP3 Director

Sarah@KeshetArts.org

Keshet Dance and Center for the Arts

4121 Cutler Ave NE

Albuquerque, NM 87110

Phone 505-224-9808

Fax 505-842-0309

www.KeshetArts.org

Contact Information

Sarah Gonzales

Pre-Professional Education Director, KP3 Director

All things curriculum related within KP3 – attendance, student progress, level placements, conferences, etc.

sarah@keshetarts.org

Shira Greenberg

Founder and Artistic Director, Keshet Dance and Center for the Arts

All things ALICE-related – casting, rehearsals, etc.

shira@keshetarts.org

Haly Shaffer

Student Information Manager

All things administrative within KP3 – payments, scholarships, etc.

haly@keshetarts.org

Vangie Ross

Volunteer Coordinator and Concierge

vangie@keshetarts.org

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: KP3 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 and determine make-up options at the beginning of the semester. KP3 Tuition includes access to unlimited Keshet community classes of an appropriate level. If a student must miss a class, they should make the class up with an approved KP3 Make-Up Opportunity (next page). Students are encouraged to take extra classes to keep their training on track. Check the KP3 Board frequently to see how many classes you have taken.

If a student misses the final scheduled rehearsal for a KP3 Spring Concert piece, they will be removed from the piece. 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.

For the Fall 2018 session of KP3, all KP3 classes must be made-up by November 3, 2018.

For the Spring 2019 session of KP3, all KP3 classes must be made-up by April 20, 2019.

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.

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.

KP3 Make-Up Opportunities

Take a Class: Take a dance class at Keshet. Be sure to turn in a “KP3 Make-Up Slip” (which can be found on the KP3 Board) with your make-up class instructor’s signature on it to get credit.

See a Performance: See a dance performance on stage, film, tv, etc. and write an artistic response to the show. Turn in the paper, along with information about when & where you saw the performance, to the KP3 Director. One make-up per page.

Create: Create choreography and present it to the KP3 Director. One make-up per minute of movement.

Current Event: Find a dance related article in the news (paper, tv, online) and write a reaction to this article. Turn in the paper, along with the current event, to the KP3 Director to receive credit. One make-up per page.

Assisting with a Keshet Class: Please contact the KP3 Director or School Director.

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.

Ballet	Please wear: <ul style="list-style-type: none">• Solid color leotard with pink tights OR black tights with a tight-fitting white shirt, tank top, or leotard*• Ballet slippers with elastic or pointe shoes with elastics and ribbon are <u>required</u>• Ballet skirt may be worn• All hair <u>must</u> be secured out of the face in a <u>neat bun</u>• Appropriate undergarments (sports bras, dance belt/supporter)
Contemporary and Jazz	Please wear: <ul style="list-style-type: none">• Solid color leotard with pink or black tights OR black tights with a tight-fitting white shirt, tank top, or leotard; Black leggings or dance pants may be worn• Contemporary: Bare feet are <u>required</u>• Jazz: Jazz shoes are <u>required</u>• All hair <u>must</u> be secured out of the face• Appropriate undergarments (sports bras, dance belt/supporter)
Hip Hop	Rehearsal dance clothing is acceptable, but no street clothes. Pants and sneakers are preferred.
Rehearsal	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.
Jewelry	No loose jewelry should be worn during classes or rehearsals.
Warm-Up Clothes	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. If you have questions and or alterations needed related to gender identity, please contact the KP3 Director so that an appropriate alternative may be identified.

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 for a dancer to receive class credit.

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.

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 related to their development as a dancer. Failure to complete a KP3 assignment will be equivalent to one absence.

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 Dance Camps or 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

Financial Information

KP3 Tuition fees vary per student, based on Level Placement. Please refer to the “KP3: The Bottom Line” document for detailed tuition information. Payment options for the KP3 program are included in the KP3 Financial Agreement, distributed to KP3 students and families following KP3 Placement Auditions. KP3 Registration Fees are \$55 per year, due to Keshet by the first day of KP3 classes. KP3 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.

Keshet offers a limited number of partial scholarships to eligible families who have children or dependents participating in Keshet’s Pre-Professional Program (KP3). This is a need-based scholarship, which means that eligibility is based on annual household income and other financial factors that would prohibit access to the program. Therefore, factors such as artistic talent or other merit-based criteria are not taken into consideration for eligibility for this scholarship. This scholarship is non-transferable, and the scholarship award may only be applied towards payments to the KP3 Program in the program year for which it was awarded. By accepting a KP3 scholarship, either a student must complete a work-study trade themselves in return for Keshet scholarship support and/or someone else must complete trade on their behalf. The KP3 Registration Fee (\$55) is not included in the scholarship deduction.

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.

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.

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 \$55 registration fee)
- Within the first four weeks of classes,** 60% of the tuition is fully refundable (not including the \$55 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..***

KP3 tuition fees owed to Keshet from students who choose to leave the Keshet's Pre-Professional Program are not applicable towards other Keshet programming. If a KP3 student chooses to leave the program after being awarded and accepting a Keshet scholarship, their remaining scholarship hours will be converted back to dollar amount (\$10 per hour multiplied by remaining scholarship hours) to be paid by the family at the time of leaving the program.