



## **KP3 HANDBOOK**

2022-2023

*Revised July 27, 2022*

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*Thank you to the City of Albuquerque and the CABQ Cultural Services Department  
for supporting Keshet's Pre-Professional Program.*

For all questions related to KP3, please email:  
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### **Contact Information**

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**Rooted in dance, mentorship, and a welcoming space for the arts, Keshet activates community and fosters unlimited possibilities through education, engagement, innovation, and the pursuit of justice.**

### **About Keshet's Pre-Professional Program**

Keshet's Pre-Professional Program (KP3) is a comprehensive dance training program, focusing on the development of the mind, body, and heart of a dancer. Participation in this program requires a serious commitment from both the student and their family. KP3 combines rigorous training in contemporary dance and ballet enhanced through the study of other techniques and theory to create well-rounded and versatile dancers. KP3 students work with experienced teachers and may have the opportunity to work with various guest artists from around the world, exposing them to varied teaching and choreographic styles. The program cultivates serious-minded individuals, equipping them with the technique, strength, consistency, refinement, artistry, knowledge, and professionalism that will be necessary to pursue a professional career.

The format of all KP3 2022-2023 programming is dependent upon the status of the COVID-19 pandemic. The KP3 2022-2023 program will follow Keshet COVID-19 protocols. Keshet will communicate with dancers and families as changes arise.

### **Application**

Inclusivity is a core value of Keshet. As such, KP3 is a non-competitive pre-professional program. There is space for all students/families who commit to the KP3 program for the entire school year. Both new and returning KP3 students enter the program through an audition process, helping students to develop professional audition skills while their KP3 Faculty members determine proper level placements.

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.

The application timeline for the KP3 2022-2023 school year includes:

**July 2022:** KP3 2022-2023 paperwork and registration form are made available. KP3 Level Placement Audition takes place.

**August 2022:** Prospective KP3 2022-2023 students are given their level placements. KP3 registration forms and first payments are due BEFORE the student's first KP3 class begins. Students who have not submitted all required materials will not be allowed to participate in classes until all materials have been submitted.

For more information, please see the "KP3 Information Checklist" document.

## **KP3 2022-2023 Programming**

Keshet's programming is based on the core values of inclusion, authenticity, excellence, opportunity, fluidity, and personal growth. With these in mind, KP3 2022-2023 will include:

1. **Group Training Classes:** KP3 will provide in-person group training classes to train the mind, body, and heart of a pre-professional dancer through a combination of technique and theory. KP3 class sizes will be minimal to allow for individualized student corrections. KP3 students are required to fulfill minimum class requirements in all disciplines for their appropriate level (see "KP3 2022-2023 Class Requirement Breakdown and Class Schedule by Level" document and the KP3 Attendance portion of this Handbook).
2. **Access to Additional Keshet Community Classes:** In addition to accessing KP3 classes, KP3 tuition includes access to Keshet community classes of an appropriate level and age restriction. Students are encouraged to take extra Keshet community classes to advance their training. Please note that for in-person Community Classes, KP3 students are asked to commit to these classes for the semester. Due to Keshet COVID-19 restrictions and studio capacities, when registering for an in-person community class, we ask that KP3 students honor this commitment by attending this class on a consistent basis, as their registration is given priority when opening class registrations to the Keshet community.
3. **KP3 Workshop:** The weekly KP3 Workshop is designed to continue and supplement the technical training. Throughout the semester, a variety of dance theory topics will be covered including but not limited to history and nutrition. KP3 students may be given written assignments related to their development as a dancer.
4. **Weekly Mentorship from a Keshet Faculty Member:** KP3 students will meet as a full group weekly to discuss their progress and goals as pre-professional students. KP3 Faculty Mentors will provide guidance to help KP3 students continually reflect on and work towards achieving their goals.

\*At any time during the semester, parents, students and/or instructors may request an additional conference with any KP3 Faculty Mentor.

5. **Performance Opportunities:** KP3 students will have opportunities to develop their performance skills on a professional stage. In the fall, KP3 Levels 1 – 4 will participate in the Keshet Winter Concert. KP3 Level 5 students are required to participate in a Keshet Dance Company show in both the fall and the spring; Level 5 students will participate in the Keshet Winter Concert. In the spring, all KP3 students are required to participate in the KP3 Spring Concert and the Keshet Spring Concert Series. Additional performance opportunities may be available throughout the school year.

### **KP3 Class Attendance**

The goal of the KP3 attendance system is to help pre-professional students to attend their classes on a consistent, weekly basis. Consistency is essential to train safely and achieve maximal progress. Every week, Keshet staff will track if each KP3 student is taking the correct number of classes in each discipline (ballet, contemporary, etc.).

If a student must miss a class, they should contact [KP3@KeshetArts.org](mailto:KP3@KeshetArts.org) in writing in advance of the absence. Keshet staff will determine whether the absence will be unexcused or excused. If a student misses class and does **NOT** contact [KP3@KeshetArts.org](mailto:KP3@KeshetArts.org) in advance, the absence will automatically be counted as unexcused. Reasons for excusal from KP3 classes include:

- Religious holidays
- Severe illnesses or injuries
- Family emergencies
- Prior family, school, or Keshet production commitments (i.e., Choreographer's Showcase)
- Extenuating circumstances

The maximum number of unexcused absences per semester are included in the "KP3 Class Requirement Breakdown and Class Schedule by Level" document.

**There is no way to make-up the valuable lessons in each KP3 class.** KP3 students need to train consistent attendance. Each KP3 student will have a personalized attendance sheet, in which unexcused absences will be updated weekly. On a weekly basis, students are responsible for verifying their absences by the KP3 Check-In time. Any questions or concerns about unexcused absences should be directed to [KP3@KeshetArts.org](mailto:KP3@KeshetArts.org).

Based on KP3 level placement, students who successfully complete their attendance requirements will be allowed to perform in that semester's production. Excessive absences are grounds for removal from the Pre-Professional Program. If a student does **NOT** fulfill minimum class requirements before that semester's production, they will be expected to participate backstage in the production as a backstage production assistant, rather than as a performer.

### **KP3 Rehearsal and Performance Attendance**

Pre-professional students must attend all rehearsals for upcoming productions. NO absences from rehearsals will be permitted unless prior approval has been given by Keshet's Artistic Director. The week prior to productions is considered tech week. All KP3 students must have attended the correct number of classes in each discipline by tech week to perform. If a student misses the final scheduled rehearsal for any production, they will be removed from a performing role in the production. They will be expected to participate backstage in the production as a backstage production assistant, rather than as a performer.

### **Promptness**

It is essential that KP3 students arrive to all KP3 programming on time. Late arrival does not allow a student sufficient time to warm-up, may cause injuries, and disrupts class concentration. "On-time" to class means that the KP3 student is in the studio 15 minutes prior to the start of their first class or rehearsal of the day (unless there is another class already in progress) and all subsequent classes, preparing physically and mentally. Each student is expected to warm-up and focus before class begins. KP3 classes will start on-time.

### **Tardiness**

Class time is very limited, and tardiness is unsafe as well as disrespectful. KP3 students may not take class if they arrive after the class has already begun, but they are required to take notes. If a student takes notes for more than two classes, they are required to schedule a meeting with a KP3 Faculty Mentor (email [KP3@KeshetArts.org](mailto:KP3@KeshetArts.org)). Both the student and the parent are responsible for making sure that the student arrives on-time for class.

### **Pick-Up**

Parents/guardians are also expected to pick up students from any KP3 programming within 10 minutes after classes have concluded. Promptness is appreciated. If a parent picks up their 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.

### **Illness and Injury**

KP3 students who become ill and cannot participate in class should email [KP3@KeshetArts.org](mailto:KP3@KeshetArts.org) immediately. If the illness lasts for a substantial period, the student should keep the Keshet informed as they stay home and recover.

If an injury requires a KP3 student to sit out of classes, they are required to contact [KP3@KeshetArts.org](mailto:KP3@KeshetArts.org). While injured, KP3 students are expected to attend and observe all classes on their schedule. Dancers observing a class should remain quiet and attentive during the full class. Class notes must be shown to the KP3 faculty member after each class in which a dancer sits out for a dancer to receive credit for having attended class.

### **KP3 Volunteering**

Volunteering and community engagement is an expectation of being a KP3 student. Opportunities to connect and volunteer for Keshet, with Keshet partners, corporate fans, and sponsors will be provided to all KP3 students.

In the 2022-2023 school year, **ALL** KP3 students will be required to complete and log a minimum of **8 volunteer hours per semester** to perform both in the fall and spring production. Volunteering can either be logged in the KP3 Volunteer Google form or in the KP3 Volunteering Log located in front of the Pre-Professional Education Board. Students are encouraged to log volunteer hours immediately after completion and **up to one week after** volunteering. Any hours not officially logged after one week will not be counted. All volunteer

work is greatly appreciated by Keshet. Students and families can log above minimum hours for each semester, but volunteer hours do not roll over from the fall to the spring semester.

KP3 volunteering requirements can be fulfilled by students, family members, or others on behalf of the student. The type of volunteering each KP3 student decides to be a part of is entirely up to the student and their family. Opportunities can be on-going or one time. Ultimately, the KP3 student is responsible for ensuring that all volunteer hours are completed prior to that semester’s production. If a student does not fulfill minimum volunteer requirements before the show run, they will be expected to participate backstage in the production in a non-dancing capacity.

Volunteering opportunities for KP3 students and families include but are not limited to:

- Helping with a Keshet event or performance
- Assisting with a Keshet Community Class weekly
- Rehearsal mentors (adults only)
- Keshet greeters
- Social media likes and shares
- Donations
- Have an idea for how you would like to volunteer? **All methods of volunteering must be communicated with the Human Resources Coordinator prior to volunteering.**

### KP3 Dress Code

KP3 dress code is designed to encourage unity, discipline, and improved concentration among our students while preparing KP3 students to train in a safe and pre-professional manner. KP3 students are required to be in Dress Code for all KP3 classes as well as Keshet Community Classes. No bootie shorts, lowriders, gaucho pants, crop tops or bare midriffs are allowed. Students not adhering to the KP3 dress code will not be allowed to take class, rehearse, or perform. All students must be fully dressed in more than leotard and tights when entering or exiting the Keshet building. Dancewear is not appropriate attire for the street and students must wear street clothing over their leotards and tights. Each KP3 Faculty member may specify specific dress code preferences. Please label all shoes and other personal items with your name.

KP3 Dress Code by Discipline	
<b>Ballet</b>	<p>Required attire:</p> <ul style="list-style-type: none"> <li>● Solid-color leotard with pink or skin-colored tights <b>OR</b> black tights with a tight-fitting solid-color shirt, tank top, or leotard.</li> <li>● Ballet slippers with elastic(s) or pointe shoes (**based on level placement - <b>ONLY</b>) with elastics and ribbon are <u>required</u>; elastics must be sewn inside of shoes.</li> <li>● Ballet skirt may be worn.</li> <li>● All hair <u>must</u> be secured and away from the face (i.e. if hair is long enough to be put in a bun, it should be in a bun).</li> <li>● Appropriate undergarments (sports bras, dance belt/supporter).</li> </ul>

<b>Contemporary, Contact Improvisation, Repertory, Modern, and Jazz</b>	<p>Required attire:</p> <ul style="list-style-type: none"> <li>• Solid-color leotard with pink, skin-colored, or black tights <b>OR</b> black tights with a tight-fitting solid-color shirt, tank top, or leotard; Black leggings or tight dance pants may be worn.</li> <li>• Contemporary, Contact Improvisation, Repertory, Modern: Bare feet are <u>required</u>, unless specified by instructor.</li> <li>• Jazz: Jazz shoes are <u>required</u>.</li> <li>• All hair <u>must</u> be secured and away from the face.</li> <li>• Appropriate undergarments (sports bras, dance belt/supporter).</li> </ul>
<b>Fitness, Hip Hop</b>	<p>Required attire:</p> <ul style="list-style-type: none"> <li>• Solid-color shirt, tank top, or leotard, pants or leggings.</li> <li>• Footwear determined by instructor.</li> <li>• All hair <u>must</u> be secured and away from the face.</li> <li>• Appropriate undergarments (sports bras, dance belt/supporter).</li> </ul>
<b>Rehearsal</b>	<p>Appropriate rehearsal clothing should correspond with the style of piece being rehearsed.</p>
<b>Performance</b>	<p>All tattoos must be covered for all KP3 performances. Glasses may be worn only if the choreographer approves them as part of the costume. No nail and toe polish should be worn during performances. If a dancer dramatically changes their hair immediately before the performance without informing their choreographers, the dancer may be removed from the production. All dancers should plan to wear appropriate undergarments matching their skin color and neatly concealed. Undergarments must be washed daily during performance runs. These are standards in the field of professional dance.</p>
<b>Jewelry</b>	<p>No loose jewelry should be worn during classes, rehearsals, or performances. For performances, small piercings may be pancaked. However, if they are still visibly distracting to the audience or pose a risk of costume damage or injury to the dancer or others, choreographers may ask dancers to remove them.</p>
<b>Warm-Ups</b>	<p>Instructor permission required. Any warm-up clothing must be form-fitting.</p>

Any questions about proper attire may be discussed with KP3 Faculty mentors. Preparation and presentation of your physical instrument are the dancer's responsibility and part of your training. If you have questions and or alterations needed related to gender identity, please contact the [KP3@KeshetArts.org](mailto:KP3@KeshetArts.org) so that an appropriate alternative may be identified. When representing Keshet at special events such as galas, fundraisers, performances, etc., students should dress appropriately for the situation. Please ask the [KP3@KeshetArts.org](mailto:KP3@KeshetArts.org) if you are unsure if your dress will be appropriate for the event in question.

### **Pre-Professional Education Board**

KP3 students and families must keep a watchful eye on the Pre-Professional Education Board and the Keshet Production Board. Announcements will constantly be posted regarding KP3 attendance, Keshet Productions, schedule changes, new opportunities, and required events.

### **KP3 Email List**

Most KP3 program information will be sent out to students and families **through emails**. Communications will be sent regarding KP3 productions, schedule changes, opportunities, and program requirements. KP3 students should check their emails regularly and respond to all KP3 communications in a timely manner.

### **Belongings and Dressing Rooms**

KP3 students should always keep all belongings with them. Please keep belongings neat, in your dance bag and not in the middle of the Keshet hallway. KP3 students may bring a lock from home to use at a locker next to Studio 3 if they would like to leave items at Keshet. Locks must be removed by the end of the KP3 school year. Please do not leave dirty clothes, food, or any other items with an odor inside of lockers.

KP3 students are at Keshet to dance. Cell phone use is not allowed in Keshet studios or rehearsals. Use of these devices should also be minimized between classes for students to maintain their focus and attention on their training.

Keshet Center for the Arts Dressing Rooms may be used during performance times only, not during regular class sessions. When using the eastside Keshet Center for the Arts Dressing Rooms, it is the responsibility of KP3 students to keep dressing rooms and backstage spaces clean. Keshet Center for the Arts is not only a home for KP3 but should be a clean community space. Changing stalls are available on the west side of the building. Please be always respectful of other people and their belongings.

### **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 label 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, shoes, books, electronics, or other personal items that are left unattended at the Keshet Center for the Arts building.

### **Leaving the Keshet Building**

Before a KP3 student of any age leaves the Keshet Center for the Arts, they should sign out. Students receive permission to leave independently by their parent or guardian electronically at the time of KP3 registration. Students under the age of 13 are not permitted to leave Keshet without being accompanied by a designated adult. Students between the ages of 13-18 who wish to leave the building on their own must have prior guardian permission and sign out before leaving. Students who have signed in for a rehearsal or performance may not leave the Keshet premises before the conclusion of the rehearsal or the performance.

## Medication Needs Information

KP3 students often spend many long hours at Keshet, and we understand that some dancers may require medication during these times. 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 the Front Desk. Keshet will **NOT** distribute any medications (over the counter or prescription) without written permission from parents or guardians. KP3 students are encouraged to pack their own first-aid kit, complete with band aids and any medications they may need to keep in their dance bags.

## KP3 Level Placement

KP3 students will be placed in levels based on where KP3 Faculty members feel students will make the most progress at the beginning of each school year. KP3 Level Placements are not based on age or height or how long the student has been dancing. Level placement is based on the dancer's level of proper technique, mentorship, maturity, and ability to apply corrections. KP3 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 on-going evaluation of each student by the instructors. Progression from one level to the next is based on, but not limited to, a variety of criteria both objective and subjective. The first four weeks of KP3 2022-2023 will be used to verify student level placement. KP3 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 the classroom setting  
Level of receptiveness to direction and correction by instructors  
Attendance history  
Consistency in dance training

## Level Descriptions

**Level 1:** Students will demonstrate the ability to:

- a. **Abdominal/Core Muscles:** Develop an understanding of abdominal/core muscles
- b. **Attitude:** Develop receptive and respectful attitude in a pre-professional class setting
- c. **Comprehension:** Develop higher order thinking skills, like independent thinking and problem solving
- d. **Fitness, Strength, Flexibility:** Begin to develop overall fitness, total body strength and flexibility
- e. **Focus:** Develop and maintain focus and attention span during classes
- f. **Mentorship:** Understand mentorship role in rehearsal and class setting
- g. **Musicality:** Understand rhythm, tempo, and how these relate to the timing of music
- h. **Performance:** Developing stage presence and performance quality of dance technique
- i. **Level 1 Curriculum:** Level 1 students are expected to learn and master all elements of the KP3 Level 1 Curriculum in all genres.
- j. **Community Engagement:** Fulfill the Level 1 volunteering commitment.

- Level 2:** Students will maintain all guidelines from **Level 1** in addition to:  
Expand application of all goals and techniques listed under Level 1 and:
- Choreography:** Collaborate with other students to create original choreography
  - Level 2 Curriculum:** Level 2 students are expected to learn and master all elements of the KP3 Level 2 Curriculum in all genres.
  - Community Engagement:** Fulfill the Level 2 volunteering commitment.

- Level 3:** Students will maintain all guidelines from **all previous levels** in addition to:  
Expand application of all goals and techniques listed under all previous levels and:
- Choreography:** Independently practice technique and choreography
  - Movement Quality / Artistry:** Explore dynamic performance qualities within class, rehearsal, and performance.
  - Level 3 Curriculum:** Level 3 students are expected to learn and master all elements of the KP3 Level 3 Curriculum in all genres.
  - Community Engagement:** Fulfill the Level 3 volunteering commitment.

- Levels 4 and 5:** Students will maintain all guidelines from **all previous levels** in addition to:  
Expand application of all goals and techniques listed all previous levels and:
- Level 4 and 5 Curriculum:** Level 4 and 5 students are expected to learn and master all elements of the KP3 Level 4 and 5 Curriculum in all genres.
  - Community Engagement:** Fulfill the Level 4 and 5 volunteering commitment.

### **Working with Keshet Dance Company**

Students in upper KP3 levels may be asked at the discretion of Keshet's Artistic Director to work with the Keshet Dance Company for classes, rehearsals, productions, touring, etc., outside of regular KP3 class curriculum. This is a unique privilege to be involved on a professional level with Company members. Not all students will participate in these activities.

### **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 your emails and the Call Boards in Keshet's lobby; make sure to read submission forms carefully for requirements and deadlines.

### **Guest Artists**

Throughout the year, Keshet hosts guest artists in residency in various capacities, representing various roles within the field of dance. During their tenure at Keshet, guest artists may teach KP3 classes and workshops, which are invaluable opportunities for KP3 students to learn from professionals in the field. The views, thoughts, and opinions expressed by these guest artists belong solely to these individuals and do not necessarily reflect the views of Keshet or the KP3 program.

### **Warm-Ups for Productions**

For safety, **ALL** KP3 dancers are required to arrive on time and participate in warm-up sessions before **ALL** performances. Warm-ups may be excused if approved *before* the scheduled warm-up time. Please contact [KP3@KeshetArts.org](mailto:KP3@KeshetArts.org).

### **Studio Space**

KP3 students may request to use studio space at the Keshet Center for the Arts by emailing [KP3@KeshetArts.org](mailto:KP3@KeshetArts.org). Such a request will only be approved if studio space is available. Students are responsible for the proper use of the space and any equipment in the space. If students use studio space without reserving it in advance, use the space in an irresponsible manner, or do not show up for a time when they have reserved studio space, they may lose the privilege of using Keshet studio space.

If a KP3 student would like to request use of a studio, they need to think and plan ahead. Reserving a studio with a **minimum** of 48-hours of advanced notice is greatly appreciated. Studio space can be very difficult to come by, especially during the Keshet Makers Space Experience.

### **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 email [KP3@KeshetArts.org](mailto:KP3@KeshetArts.org) to set up a mentorship project with Keshet's Technical Staff and partners. Students who participate can study and apply topics such as Lighting Design and Operation, Sound Design and Operation, Stage Management, and more.

### **Financial Information**

In the 2022-2023 school year, KP3 families may select the sliding scale KP3 tuition monthly fee that works best for their family. This financial commitment is up to each family, based on whatever is the best financial fit. 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 the KP3 2022-2023 audition. KP3 Registration Fees are \$55 for all KP3 2022-2023 students, which are non-refundable. KP3 registration fees and first payments are due **BEFORE** the student's first KP3 class begins. Students will not be allowed to participate in classes until all required documents are received and first payment is made.

In the 2022-2023 school year, KP3 payments may be made through auto-draft credit card payments. Other arrangements can be made by contacting [KP3@KeshetArts.org](mailto:KP3@KeshetArts.org).

At Keshet, we understand that changes may happen in any family's lives at any time. We acknowledge the need for some families to make changes to their payment plans and promise to do our best to accommodate every person and family who communicates with us. If changes need to be made to KP3 tuition at any time throughout the KP3 school year, please contact Keshet's Education and Engagement Coordinator.

## **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 are expected. Abusive, profane, or disrespectful language or gestures are not acceptable at any time. Inappropriate or disrespectful behavior will not be 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 and outside the studio. 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 KP3 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 or while representing Keshet in any capacity, the student may be suspended from the KP3 program.

Under **NO** circumstances can KP3 students and parents bring any weapons or firearms to the Keshet Center for the Arts building.

Parental support in KP3 is essential. Keshet does our best to have parents or guardians present for any talks regarding conduct with students under 13 years old.

## **Bullying**

Bullying will **NOT** be tolerated in KP3. Bullying is the use of force or coercion to abuse or to intimidate others, which can happen in many ways: in-person, through cell phones or social media, etc. The behavior can be habitual and involve an imbalance of social or physical power. It can include verbal harassment or threat, physical assault, and may be directed repeatedly towards 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, embarrassing someone in public.
- Physical bullying includes hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking personal items, making mean or rude hand gestures.

None of the above or other similar bullying behaviors will be tolerated.

### **KP3 Probation**

If a KP3 student does not adhere to the expectations of KP3, actions will be taken. These expectations, outlined in this Handbook, 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 emailed, to be acknowledged by the parent or guardian, and a personal conference will be called with the parent(s), student(s), and KP3 Faculty.
3. The student may be placed on temporary probation, which may consist of removal from a performing role in an upcoming production.
4. If the problem is not resolved, the student may be removed from the KP3 program.

**Depending on the severity of the situation, Keshet reserves the right to remove a KP3 student from the program without completing steps 1-3.**

### **Removal from KP3**

If a student is asked to leave KP3 for any reason, the KP3 family is still responsible for FULL payment for KP3 as previously described.

### **Leaving Keshet's Pre-Professional Program Programmatic**

If a student chooses to leave the KP3 program, they should email [KP3@KeshetArts.org](mailto:KP3@KeshetArts.org) to set up an exit conference.

### **Financial**

The KP3 program has a monthly payment schedule, which the family commits to a monthly payment option. 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 registration fee)
- Within the first four weeks of classes,** 40% of the full tuition will still be owed to Keshet. The registration fee is non-refundable.
- After the first four weeks of classes,** 100% of the agreed-upon KP3 tuition will still be owed to Keshet. The registration fee is non-refundable.

### **Withdrawal Due to Injury or Illness**

Many injuries sustained in the context of pre-professional training are minor and can be managed with appropriate care. In the case of a significant, prolonged injury or illness, students may discuss withdrawal from the KP3 program by emailing [KP3@KeshetArts.org](mailto:KP3@KeshetArts.org). Withdrawals from the program will only be considered in the case of significant injury or illness that prevents a student from continued participation for an extended part of the semester. A doctor's note and/or other supporting documentation as well as an exit interview are required as part of this request. Requests for withdrawals are evaluated on a case-by-case basis and are not guaranteed.