

September 26, 2014



Dear CityStep Parents and Families,

We are writing to welcome you and your child into the First-Year CityStep program! The CityStep teachers are so excited to be working with the fifth grade class at Graham and Parks this year and cannot wait to get to know your kids over the next month. This letter will include further details about CityStep, your child's class, and what you can all expect from us this coming year.

First, what is CityStep? CityStep consists of 35 Harvard undergraduates who teach dance to Cambridge fifth, sixth, and seventh graders, emphasizing the arts as a means of self-expression; We spend the school year playing games, practicing dance, and working on performance skills, all building up to a big-time Final Show at the end of the year where our students get to show off what they've learned. For more information, check out our website at "hu.citystep.org".

Secondly, we'd like to introduce ourselves. Our names are Emelie Coleman and Jeremy Venook, and we are the Executive Directors of CityStep. Please feel free to reach out with any questions or concerns as the year goes on; we've listed our contact info at the bottom of this letter. The CityStep Classroom Director for the Graham and Parks fifth grade will also be in touch shortly with more specifics for the year. Classes this year will take place Tuesday and Wednesday afternoons from 2:45pm to 3:45pm.

Thirdly, we've listed out some key dates for the year to come. After CityStep classes begin the week of October 6, a Mini Performance will close out the semester in early December. We will resume classes the week of Monday, January 26, and an All-Day Rehearsal, which occurs on Harvard's campus, will take place on Saturday, February 7. Our Final Show performances will take place on Friday and Saturday, April 10 and 11 at Cambridge Rindge and Latin High School, with technical and dress rehearsals that week. Lastly, we will host a celebratory picnic on Harvard's campus on a weekend after the Final Show. All of these dates can be found on our website at hu.citystep.org/calendar.html.

Finally, CityStep requires all students to have a complete a **signed behavioral contract** (see attached) on file by the first day of CityStep. Please return this form to the Graham and Parks School or ask your student to bring it with him/her on the first day of CityStep class. We have also attached a media release waiver for your consideration.

We are incredibly excited for this upcoming year! If you have any questions or concerns, please do not hesitate to contact us. We look forward to October!

Best wishes,

Emelie Coleman and Jeremy Venook
CityStep Co-Executive Directors
Email: citystep.harvard@gmail.com

Phone: 770-833-9288 (Emelie) and 650-455-8155 (Jeremy)

Student Behavioral Contract 2014-2015

To participate in CityStep, please fill out this behavioral contract and have it signed by both a parent/guardian and your school principal.

Three Rules of City Step:

1. **Everybody Plays**

I agree to participate with full effort in all classroom activities.

2. **You have to give respect to get respect**

I agree to treat all classroom teachers and peers with respect. I can expect to be treated with respect in return.

3. **I am in Control** of my

a. **Body:** I agree to keep my hands and feet to myself at all times.

b. **Voice:** I agree to not talk when my teachers or classmates are talking.

c. **Mind:** I agree to stay focused during class activities and listen to directions.

Behavioral Consequences:

CitySteppers who break one or more of the three rules will receive a verbal warning (noted on a classroom chart). After this, students are subject to CityStep's **Three Strike Policy**.

Strike 1: Student will be pulled aside to talk with the Classroom Director.

Strike 2: Student will be required to meet with the Classroom Director before the next class. The student's parent will receive a phone call to notify him/her of the child's behavior.

Strike 3: Student will be suspended from CityStep for 1 week. Before returning to CityStep, the student will be required to meet with both the principal and Classroom Director.

If behavioral issues continue, a second meeting will be held to discuss possible suspension from the CityStep program. An automatic strike 3 will occur if a student endangers the safety of him/herself or the other members of the CityStep classroom.

Please sign below to show that you understand and agree to the terms of the CityStep Contract.

Student Name (please print): _____

Student Signature: _____

Parent Signature: _____

Administrator Signature: _____