

HST POLICIES CONTRACT

1. Christian Principled:

- HST is open to all students - of any race or religion. HST's provides professional instruction in a positive, Christian-principled environment where each student is valued.
- The Board of Directors and staff are committed to offering all that HST accomplishes to the glory of God.
- Teachers/directors may pray at the beginning of classes to request/thank God for a successful program. Students are not required to participate but are asked to be respectful.

2. Attendance Policy:

- Students may take ONE absence thru Jan. 31st. (one per class/program they are in).
- After Jan. 31st, all classes, theater rehearsals, and performances are MANDATORY
- Parents should email HST to let us know that student is taking their one excused absence.
- LEAVING EARLY counts as an absence.
- LATENESS:
 - a. More than 10 min. late to class can result in sitting out because student will have missed the warm-up (which increases risk of injury).
 - b. Habitual lateness can result in a family being assessed a non-exempt absence fee (See "Consequences for a non-exempt absence.").

Exemption for missing a MANDATORY class/rehearsal:

- Exemptions are only granted for uncontrollable circumstances and emergencies.
- Families that have an uncontrollable circumstance need to email the circumstances to hstalents@gmail.com in advance of the class.
- Families with emergencies the day of the class should call Marilyn Mullan's cell (240-997-5796) and leave a message explaining the circumstances.
- Major illnesses are considered an uncontrollable circumstance. Parents should call Marilyn Mullan's cell (240-997-5796) so a determination can be made. Some of the factors considered are high fever, contagiousness, and student's medical history. If your call is not picked up or returned in a timely manner, send a text or leave a message with the pertinent info about the illness and your decision concerning attendance.
- Directors/teachers do not make HST policies. Therefore, they CANNOT grant an exemption and should not be asked. Only the Executive Director can grant exemptions based on the criteria voted on by HST's Board.

Consequences for a non-exempt absence:

- First Occurance: Family will be assessed \$100 per student or family (depending on the circumstances) which must be paid before the family can pick up prepaid tickets or register/audition for new HST classes/programs.
- Second Occurance: Family will be fined \$100, \$150 or \$200 based on the circumstances.
- Repeated occurrences may result in family being asked to take a year off from HST.

3. Financial Policy:

Registration and Payment Policies:

- Registration for all HST classes and troupes will be done on-line.
- Each family will be automatically assessed a once/year \$30 registration fee.
- Payment for a class is due in full at the time of registration.
- Prepaid tickets can be paid when registering OR payment may be deferred until Mandatory Parent Meeting in September.
- Registration for auditioned programs must be completed within one week of registration opening.
- Payments will be made using PayPal or PayPal Credit (6 month payments).
- ALL tuition is non-refundable. Please consider this before signing your student up. If you have an emergency or uncontrollable circumstance and wish to request a refund, please email the pertinent information to hstalents@gmail.com for consideration.
- Families who owe money to HST (old tuition debt, payment for unfulfilled volunteer hours, payment for loss or damage of HST property, assessment for non-excused absence) will not be allowed to register until all money due is paid.
- HST reserves the right to cancel any class due to insufficient enrollment or teacher cancellation (refunds will be given for canceled classes).

Pre-paid Ticket Requirement:

HST requires that families buy pre-paid tickets at the super-discount price of \$10/ticket for each show they have children performing in. Families are welcome to make a small profit on these tickets by selling them for the regular \$12 advance ticket sale price.

- Showcase-regardless of # of students in this show – families only buy 10 pre-paid tickets
- Troupe Shows - the # of pre-paid tickets depends on the # of students in the same troupe
 - One student in troupe = 10 prepaid tickets
 - Two students in same troupe = 15 prepaid tickets
 - Three or more students in same troupe = 20 prepaid tickets
- If you have 2, 3, or 4 students - each in a different troupe - you must purchase 10 prepaid tickets for each troupe

NOTE: Registration software will total the # of prepaid tickets you need to purchase.

- Payment for prepaid tickets can be made online when registering or by check at the mandatory parent meeting in September.
- When registering, families can defer all pre-paid tickets or pay for all pre-paid tickets. The system does not allow you to pay for some and hold off on others.
- If using PayPal credit to spread payment over 6 months it is advisable to include prepaid tickets when you register. This will give you the lowest monthly cost.

Damage/loss of materials or facilities:

- HST expects students to be good stewards of all HST materials and the facilities HST rents. Full replacement cost will be assessed to the student's family for any lost or damaged items.

4. Volunteer Requirement:

Most of HST's programs have required volunteer hours. The total does not increase with the number of classes or the number of students. It is a one-time total for the family. The **maximum number of volunteer hours a family could be required to do is 22 hours.** HST sets volunteer hours at a required minimum number of hours to accommodate young families. However, our low tuition (usually half the cost of comparable after school programs) depends on the generosity of the many families who give above and beyond the required hours.

- Troupe families (at least one child in a troupe) must do a minimum of 22 hours (2 of those hours must be theater jobs).
- Families who ONLY have Acting or Dance students must do a minimum of 17 hours (2 of those hours must be theater jobs).
- Families who ONLY have students in Tech or Broadway Choir must do 2 hours of theater jobs.

HST's volunteer system has three components:

- Captains of 4 volunteer teams and some specialty teams are asked to serve in that capacity for 2 or 3 years (one year as assistant, possible year running solo, and one year training assistant). These jobs do not necessarily earn all the required volunteer hours.
- Theater jobs. All families are required to do a minimum of 2 volunteer hours at the theater. Parents will sign up for theater jobs at the September mandatory parent meeting. We suggest parents select a job that is NOT during your student's performances.
 - Parents who do not sign up for theater hours at the September parent meeting will be assigned 2 hours that they will be responsible for switching if they cannot work
 - You can see the theater jobs you've signed up for on your profile page when you sign-in to our website www.hstonline.org
- Volunteer Teams: There are 4 Volunteer Teams with some specialty teams within these 4 teams: Administration, Marketing, Costumes, Sets/Transport.
 - Families will be asked to select a team at the September parent meeting.
 - Signing up for team volunteer hours is done through Sign-up Genius.
 - Links for Sign-Ups will be sent out in September to returning families
 - New families will receive help signing up at September parent meeting
 - Families should read the description box for each Sign-up because it indicates the # of slots & types of slots each member should sign up for.

Failure to complete the minimum hours will result in a financial assessment that must be paid in order for the family to register for future HST programs.

- Families are assessed \$10/hour for incomplete hours for those who complete at least ½ of their required hours and sign up for 2 hours at the theater.
- Families are assessed \$20/hour for incomplete hours for those who complete less than ½ of their required hours and sign up for 2 hours at the theater.
- Families who are scheduled for theater jobs during performances and do not show up OR arrange for a capable adult (over 21) substitute will be assessed \$50.

HST families must turn in Volunteer Hour Report Sheet during January parent meeting.

- Form should list 2 hour theater jobs and any other volunteer work completed or signed up for that will accomplish the 22 or 17 required hours.
- If form does not have the total hours accounted for, a bill will be issued for the balance.
- If no form is turned in, a bill will be issued for all volunteer hours.

5. STUDENT RESPONSIBILITIES

Behavior:

- Students are expected to be respectful of the facilities we rent. NO GUM chewing; do not go into areas not being used by HST; no running/yelling in the facility; do not deface property; assist with resetting room if that is required at end of class.
- **HST classes, rehearsals, workshops and performances have a no cell phone policy.**
 - During classes - if we see a phone, we'll take it until the end of class.
 - Students are required to turn cell phones in at theater rehearsals/shows.
- **HST expects students to be respectful of all adults and their fellow students.**
 - No back-talk, teasing, sarcasm, “put-downs” or rough-housing.
 - Directing is done by directors and teachers - not students.
 - Students should refrain from negative comments about peers, teachers, directors, and HST program during HST time. Frustrations should be vented at home & parents can bring problems to Exec Director or Board Member.
 - Students should support/encourage each other with words/body language.
- No cliques. HST recognizes that students will develop close friendships with some of their HST peers, but during HST time students should be open to anyone joining in on conversations and activities. Private conversations should be done outside of HST time.
- All party invitations and card and gift exchanges are to be done outside of HST.
- HST acknowledges that our parents have a wide range of views/rules about dating. The best way for HST to support parents concerning this issue is to make all HST events (except the prom) “non-dating” events. This means that students attend events as individuals – not couples. They can hang out together but should not display any behavior that indicates they are a couple.
- HST expects students to be respectful of fellow students’ property and food by not touching or eating what does not belong to them. We also expect students to be respectful of fellow students’ personal space and safety (no rough-housing).
- HST expects all students to fully participate in the lessons/activities.
- HST expects students to respectfully accept instruction/advice/correction from their directors and to respond to instructions the first time they are given.
- HST expects students to promptly stop any behavior deemed inappropriate by a director, teacher, volunteer or staff member.

Returning Priority for Troupe Auditions

- HST gives students who performed in an auditioned troupe Returning Priority Status. This means they are the first people given slots for the next year’s troupe if they audition.
- The following issues create undue stress for troupe directors. Repeated infractions can result in losing Returning Priority Status for May Troupe auditions. Students who lose this status may still audition but they will have to compete for one of the open slots.
 - Failure to be in the rehearsal room ready to start at the official start time.
 - Failure to bring script, sheet music, pencil, and appropriate dance shoes.
 - Failure to wear appropriate HST attire to rehearsals.
 - Failure to turn off cell phone during rehearsal and keep it out of sight.
 - Failure to maintain quiet/respectful attitude when observing others rehearsing.
 - Failure to receive director’s instructions respectfully and apply them immediately.
 - Failure to fully participate in all troupe activities during rehearsal.

- Failure to memorize lines by the director's deadline.
- Failure to write down and learn the proper blocking.
- Failure to practice/learn the assigned choreography (this may require at-home practice or student initiative to request peer help during rehearsals).
- Failure to correct negative attitude/behaviors that directors request be changed.
- Returning Priority Status for students who wish to switch between Senior and Shakespeare Troupes must be approved by the director of the troupe the student wishes to switch to. The student will be required to attend the Audition Class. If the director does not feel the student is ready to make the switch, that student will still have Returning Priority Status for the troupe they are currently in.

Dress Requirements:

All HST classes & Events (except pool party, prom & other announced exemptions):

- Long black pants (no capri-length pants) that allow easy movement. Jazz pants (preferred), properly sized black sweat pants or yoga pants (no skin-tight yoga pants).
- HST tee shirt (any color). Parents can buy new/used shirts at September parent mtg.
- HST tee shirt logo must be visible (no pullover hoodies, buttoned flannel shirts, coats).

Theater rehearsals and performances:

- All performers must wear HST shirt to theater rehearsals and performances with black pants & closed toed shoes.
- Choirs: theater make-up kit (must purchase), jazz shoes, black socks, HST colored tee shirt (must purchase), black dress pants or black jazz pants
- Female Actresses: theater make-up kit (Acting A&B students will receive kit at their make-up workshop. Returning students are expected to purchase kits if their current kit is low on supplies), modest neutral leotard, neutral dance tights, specific shoes requested by director – usually jazz shoes or character shoes.
- Male Actors: theater make-up kit (Acting A&B students will receive kit at their make-up workshop. Returning students are expected to purchase kits if their current kit is low on supplies), black biker-styled shorts, white tank undershirt, specific shoes TBA in early March (jazz shoes, solid black sneakers, black dress shoes or a specialty-sandal, etc.), LONG black socks. (Shakespearean actors may need to purchase male tights)
- Female Dancers: theater make-up kit (students are expected to purchase kits if their current kit is low on supplies), black scoop neck tank leotard (no spaghetti strap, back-straps, or low backs), neutral or black dance tights TBA in early March (convertible tights preferred for levels 3&4) appropriate dance shoes (see below) & assigned pants TBA in early March (could be black jazz pants, black dress pants, dress khaki pants or modesty shorts if girls are performing in skirts)
- Male Dancers: theater make-up kit (students are expected to purchase kits if their current kit is low on supplies), black biker-styled shorts, white tank undershirt, pants TBA in early March (black jazz pants, black stretch jeans, black dress pants, or dress khaki pants), long black socks, shirt TBA in early March (dress white or black under-armor)

Appropriate dance shoes:

- Jazz Classes - slip on jazz shoes recommended, tied jazz shoes acceptable
- Tap - oxford style (Level 1 can use Mary Jane style)
- Irish Softshoe – Boys: jazz shoes. Girls: gillie shoes
- Irish Hard Shoe – must have Irish hard shoes

6. PARENT RESPONSIBILITIES:

Mandatory Parent Meetings-Redland Baptist, 6922 Muncaster Mill Rd., Derwood, MD

Families must send one parent or an over 21 adult (can't be another HST parent) to represent your family to mandatory parent meetings that apply to them.

1. September 21 - All Families

- 10am to Noon for New Families
- 1 to 2:30pm for returning families: Meet the Directors/Teachers, Finances, What's New
- Babysitting available (donations accepted).

2. Jan. 18 (1pm) - Families with students performing in ticketed shows

- 10am to 11:30am for New Families
- 1pm to 2:30pm for returning families (only exception is Tech-only families)
- Babysitting available (donations accepted).
- Attendance is ONLY opportunity to purchase student section & season tickets.

3. May 17 - Families with students auditioning for troupes

- 9am to 10:30am – families with students auditioning for GB & JR for 1st time
- 10:30am to Noon – returning GB or JR families
- 1pm to 2:30pm - Parents who have students auditioning for SR or SH Troupe
- Parents only need to attend one of these meetings even if they have multiple children.

Penalty for missed mandatory meetings:

- Families who miss two mandatory meetings in one calendar year will incur a \$50 fine that must be paid before registering for future HST classes.

Exemption from attending a mandatory parent meeting:

- Exemptions are only given for emergencies and uncontrollable circumstances.
- Families that have an uncontrollable circumstance need to email the circumstances to hstalents@gmail.com in advance of the parent meeting.
- Families with emergencies the day of the parent meeting should call 240-997-5796 and leave a message explaining the circumstances.

Videotaping and photography: Videotaping and non-flash photography will be permitted during the Coffee House performances, during all performances of Showcase, and during the Friday evening performances of GB Troupe, JR Troupe & SH Troupe from the designated back side rows of the theater. SR Troupe's show may not be videotaped or photographed when they are performing a Broadway Musical because it is contractually not allowed.

Photographic Images and Videos without names included may be used for marketing purposes.

HST family contact information is not to be used for solicitation.

Classes and rehearsals: All HST classes and rehearsals are closed to parents, family, friends and alumni unless HST designates a special visitation day.

PARENTAL CONCERNS & DISCIPLINE POLICY

Procedure for Addressing Parental Concerns about their students:

Parent concerns need to be addressed in writing so that HST can ensure that your concerns are responded to. Please do not discuss issues with teachers/directors as they arrive/leave from class. This is not respectful of their busy schedules and does not give them adequate time to respond.

1. Email HST your concerns (hstalents@gmail.com).
2. Parent will receive email response from the Executive Director and/or their teacher/director.
3. If parent concern is not resolved to parent's satisfaction, parent may request a meeting with HST Executive Director and a member of HST's Board.

Discipline Policy

1. Troupe directors can take away Returning Priority Status for May auditions (*see Student Responsibilities section of HST policies contract*).
 - a. Directors will let students know that a specific behavior is putting them at risk of losing their return priority status for May auditions. Parents will also be informed.
 - b. Official notice of lost status will be sent out via email after show season is over.
2. HST teachers with behavior concerns will talk to student and notify Executive Director.
3. If there is no improvement, Executive Director will contact the parents.
4. If behavior problems continue, a conference is set up with the student, parents, Executive Director and a Board member to write a conditional contract.
5. If conditional contract is broken or not entered into by the family, the student may be asked to discontinue the program. Dismissal can happen during the year with no refund.
6. In extreme cases HST reserves the right to bypass the first 3 steps and go to step 4.