

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.
 - HST defines a Christian principled environment as safe (non-judgmental), positive (not critical), and grateful (not entitled).
- 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:

Our shows are ensemble performances, therefore attendance of the entire team of performers is important. This allows HST to build a sense of community and team-work. HST directors / teachers list HST's strict attendance policy as one of the top reasons for working with our program. Their job is less stressful and the end product is better quality when there is 100% attendance.

- Students may take ONE absence thru Jan. 31st. (One per class/program they are in.)
- Students cast as a lead in Senior or Shakespeare troupe agree to take their one excused absence before Dec. 31st.
 - a. If Senior or Shakespeare students desire to take their excused absence in January, they may request to be cast in a secondary or chorus role.
- After Jan. 31st, all classes, theater rehearsals, and performances are MANDATORY. Parents should email HST to let us know that the 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 non-exempt absences.").

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 Occurrence: Family will be assessed \$100 per 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.
- Further Offenses: Fines may be increased for additional absences (\$150 - \$400) and can be charged per student (depending on circumstances).

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.
- Registration for auditioned programs must be completed within two weeks of registration opening.
- Payments will be made through TADS, our online registration system. TADS has several payment plan options.
 - Families may opt to pay in full upon registration or split the payment over 2 installments.
 - Families may also choose a 6 or 10 month payment plan. TADS charges an additional \$55 service fee for these options.
 - Payments are made through TADS by either direct bank withdrawal or by credit card. (TADS will charge an additional 3% for credit card 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. Families who only have students on HST Tech teams are not required to purchase prepaid tickets.

- Showcase – regardless of # of students in this show – families only buy 10 pre-paids.
 - Acting, dance and choir classes all perform in Showcase.
- Troupe Shows - the # of pre-paid tickets depends on the # of students in the same troupe
 - One student in troupe = 10 prepaids
 - Two students in same troupe = 15 prepaid tickets
 - Three or more students in same troupe = 20 prepaid tickets
- If you have one student in two different troupes you purchase 10 prepaids for each troupe.
- TADS will add the cost of these Prepaid Tickets to the tuition bill at registration. This ensures that families on payment plans will also be able to spread out the cost of prepaid tickets.

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:

All 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 and Theatricals 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 Choir must do 2 hours of theater jobs.

HST volunteer system:

HST uses Sign-up Genius to coordinate volunteers. Families will need to set up a free account with Sign-up Genius. You will be able to keep track of all the jobs you signed up for through this account. Sign-up Genius will send email reminders.

- Families will be sent all Sign-up Genius links in September.
- Volunteer Jobs: Volunteer jobs are divided into 5 categories: Administration/Marketing, Costumes, Sets/Transport, Silent Auction/Variety Show, and Theater Jobs.
 - You will be sent a link to each category in September.
 - Each category has multiple sign up pages that appear as separate tabs at the top.
 - You can move from one category to another by using the orange "Show More Sign Ups" drop down menu at the top right.
 - Families should read the description box for each Sign Up because it gives important information about the job.

- Please note: Some sign-ups group multiple slots together. This means that you are signing up for all the slots listed in that group.
- Theater jobs. All families are required to do a minimum of 2 volunteer hours at the theater. Parents should sign up for theater jobs by 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 a job(s) that will fulfill this minimum requirement.
 - You will be notified of your assignment through an email from Sign-Up Genius. You are responsible for switching with another HST parent if your assignment does not work for you.

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 (payable before the family can register for the following year).

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 fulfill 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.
 - All students are expected to help with clean up and load out at the 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, 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, 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 “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 student’s property and food by not touching or eating what does not belong to them. We also expect students to be respectful of fellow student’s 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.
- HST believes that a Christian principled environment should be safe (not judgmental), positive (not critical) and grateful (not entitled). We achieve this goal by holding our students to high standards of behavior. We operate on a 3 strike system. Directors/Assistants will record strikes and parents will be notified when 2nd strike for any of the following issues occurs.
 - 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.
 - Failure to maintain quiet/respectful attitude when observing others rehearsing. (3rd reminder during one class counts as a strike.)
 - 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 January (for Troupes) or March (for Acting Students).
 - 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.
- 3 strikes for any one behavior or 6 strikes total (combined strikes from various expectations) will result in
 - Loss of Returning Priority Status. Students are still welcome to audition but they will be competing for an open slot with new auditioning students.
 - May also result in loss of assigned part/lines/song.
- 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 but properly sized black sweat pants or loose yoga pants are allowed (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 or Bermuda shorts & closed toed shoes.
- Choirs: theater make-up kit (must purchase in Dec.), jazz shoes or solid black shoes, black socks, HST tee shirt, 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 (in December).
 - Actresses will need to come to their costume fitting with a modest neutral tank style leotard. (Acting A&B students may substitute a black tank leotard.)
 - Additional items parents may need to purchase will be determined during the costume fitting. These may include: neutral or black dance tights, LONG black socks, 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 (in December).
 - Actors will need to come to their costume fitting with black biker-styled shorts and a white tank undershirt.

- Additional items parents may need to purchase will be determined during the costume fitting. These may include: jeans, specific shoes (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 in December if their current kit is low on supplies).
 - Appropriate dance shoes (see below).
 - Female dancers will need to come to their costume fitting with black scoop neck tank leotard (no spaghetti strap, back straps, or low backs).
 - Additional items parents may need to purchase will be determined during the costume fitting. These may include: neutral or black dance tights (convertible tights preferred for levels 3&4), LONG black socks, assigned pants (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 in December if their current kit is low on supplies).
 - Appropriate dance shoes (see below).
 - Male dancers will need to come to their costume fitting with black biker-styled shorts and a white tank undershirt.
 - Additional items parents may need to purchase will be determined during the costume fitting. These may include: assigned pants (black jazz pants, jeans, black dress pants, or dress khaki pants), LONG black socks, (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&2 can use Mary Jane style. Tap 3&4 should use leather tap shoe.
- Irish Softshoe – Boys: jazz shoes. Girls: gillie shoes
- Irish Hard Shoe – must have Irish hard shoes

6. PARENT RESPONSIBILITIES:

Communication:

- HST communicates mainly through email. Parents are responsible for providing HST a contact email address that is checked regularly. Parents are expected to read all email correspondence.
- HST also has a website that has general information: www.hstonline.org

Mandatory Parent Meetings-Location TBA

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 10 - All Families

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

2. **Jan. 14 - Families with students performing in ticketed shows**

- 10am to 11:30 for New Families
- 1-2:30pm 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 20 - Families with students auditioning for troupes**

- 9am to 10:30am – returning GB or JR Families
- 10:30am to Noon – families with students auditioning for GB & JR for 1st time
- 1:30 to 3:00pm – 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 hsttalents@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.

Behavior: In order to support HST's Christian principled environment (safe, positive, and grateful, as described above), parents are expected to treat HST directors/teachers, staff and parent volunteers with courtesy and respect. Inappropriate behavior will be assessed a fine payable before re-registering for HST programs. The amount of the fine will be determined by the severity and frequency of the inappropriate behavior.

Videotaping and photography: Videotaping and non-flash photography will be permitted during the Theatricals 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 on the theater. The Friday evening SR Troupe performance may be videotaped or photographed if it is a non-Broadway show. However, if they are performing a Broadway Musical videotaping and photography is NOT contractually 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.

Backstage of the F. Scott Fitzgerald Theater is off-limits to all parents except those who signed up for backstage jobs.

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 below).
 - 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.