

## HST POLICIES CONTRACT

### **1. Christian Principled:**

- HST is open to all students of any race or religion. HST 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.
- Teachers, directors, staff, parents and students are asked to respect that HST is a very diverse community. Communication should focus on building community and avoid discussing the divisive topics of sex (sexual orientation), religion (specific beliefs) or politics (elections) during HST classes & events.

### **2. Attendance Policy:**

HST has a strict attendance policy because HST values every performer equally. Therefore, attendance of the entire team of performers is important. HST is not like other programs where the only goal is the show. In HST, the process of learning and putting a show together is as important as the final product. HST's goal is to build a supportive community where students can safely develop their creativity, develop friendships, *and* put up a great show (with minimal stress and maximum enjoyment). These goals are best achieved when the full cast is present.

#### TYPES of ABSENCES

- Health
  - Physical Illness: fever, throwing up, pink-eye or strep (not yet 24 hr on antibiotic) will always be considered excused absences (anytime throughout the year)
  - Mental Illness: One mental health day before Dec. 31 will be excused. A mental health day after Jan. 1 or a 2nd mental health day, *may* incur a fine depending on circumstances explained in parent comments on the Health Absence form.
- Personal (travel, retreat, college visit, funeral, academic testing, scholarship competition)
  - One "free" personal absence if taken before Dec. 31
  - Second personal absence taken anytime during the year *will* incur a fine.
  - After Jan. 1 all rehearsals are mandatory. Taking a personal absence during 2nd semester (even if it is a student's first absence) *will* incur a fine.
- Early Departure counts as full absence (it is disruptive, breaks focus from what is being taught and can negate the value of what the teacher/director had planned to do).
- Lateness: HST will record time of arrival. Number of late minutes will be totalled and a pro-rated fine assessed.

FINES for Absences will be automatically added to TADS billing

- Fines will always be waived for emergencies, uncontrollable circumstances and Grandparent funerals
- Fines range \$50 to \$200/absence/student (depending on circumstances & absence history)

PARENT RESPONSIBILITY for absence notification & attending with health concerns

- Parents fill out Absence google form prior to start of class (no form = personal absence) Form may be found on HST's internal website (to which only HST families are given access): [sites.google.com/hstonline.org/hst-families](https://sites.google.com/hstonline.org/hst-families). One student per form. List all classes
- Parents fill out Health Concern google form if student is going to attend who is not 100% healthy (ie. sore throat, cough, low energy due to prior illness, etc.) Form may be found on HST's internal website (to which only HST families are given access): [sites.google.com/hstonline.org/hst-families](https://sites.google.com/hstonline.org/hst-families). One student per form. List all classes

### 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 one week 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. TADS charges \$40 to process 1 or 2 payments.
  - Families may also choose a 6 or 10 month payment plan. TADS charges \$56 to process the 6 or 10 payments.
  - Payments are made through TADS by either direct bank withdrawal (TADS will charge 0.3% for this with a \$3 min and \$7 max payment) or by credit card (TADS will charge 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 [director@hstonline.org](mailto:director@hstonline.org) 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 loss of teacher or rehearsal space. Tuition money already paid for canceled class will be refunded.

#### **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 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 prepaid ticket costs can be spread out with payment plans.

**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. Cost of item will be billed to parent's TADS account.

**Fines**

- See Attendance Policies for absence fines
- See Volunteer Requirement for fines associated with missing volunteer hours.
- Audition Fines
  - Inability to audition in person on scheduled audition date
    - 1<sup>st</sup> time - fine of \$100 per student to arrange for a video audition.
    - 2<sup>nd</sup> time - fine of \$200 per student. 3<sup>rd</sup> time - \$300 per student
  - Refusal to accept audition assignment incurs full tuition & registration fees
- See Parent Responsibilities for fines for missing mandatory parent meetings.
- Fines and tuition obligation will be billed to parent's TADS account.

**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 23 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 23 hours (3 of those hours must be theater jobs).
- Families who ONLY have Acting, Dance, or Choir students must do a minimum of 18 hours (3 of those hours must be theater jobs).
- Families who ONLY have students in Tech must do 3 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.

- Volunteer Jobs: Volunteer jobs are divided into 5 categories: Theater Jobs, Admin & Tickets, Sets, Costumes, Silent Auction, and Socials.
  - Link to all sign-ups are available on HST's google site which parents will get access to and instructions about at the mandatory parent meeting 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 “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 jobs are grouped together as a package and you will need to sign up for all the slots in the package.
- Theater jobs. All families are required to do a minimum of 3 volunteer hours at the theater. Parents will be expected to sign up for their theater jobs by the end of September. (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 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.
    - Theater Sign-ups will be locked after all the slots are filled. If a parent finds they can no longer do a job they are signed up for they have the following options:
      - Find a relative or friend (age 21 or older) to fill that slot on your behalf.
      - Find an HST parent who will swap jobs with you & email [director@hstonline.org](mailto:director@hstonline.org) with the swap info. HST will make the change.
      - Notify [director@hstonline.org](mailto:director@hstonline.org) that you cannot fulfill your theater job and that you will pay the \$50 fee (charged to your TADS account).

### **Volunteer Requirement Fines:**

- 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 3 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 3 hours at the theater.
- Failure to show up for scheduled theater jobs during performances OR arrange for a capable substitute (over 21) will be fined \$50.
- Fines will be billed to parent’s TADS account.

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

- Form should list the 3 hour theater job(s) and any other volunteer work completed or signed up for that will fulfill the 23 or 18 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:**

1. **Student communication should focus on building community and avoid discussing the divisive topics** of sex (sexual orientation), religion (specific beliefs) or politics (elections) during HST classes & events.
2. **Students are expected to fully participate in classes/rehearsals. This means being willing to try whatever the director is asking for.**
  - a. Participation should be done without comment or critique.
  - b. Students should maintain a positive attitude during class/rehearsal times.
3. **Students are expected to respectfully accept instruction/advice/correction** from their directors and HST staff and to respond to instructions the first time they are given.
4. **Students are expected to be respectful of the facilities we rent.**
  - a. NO GUM chewing.
  - b. Do not go into areas not being used by HST.
  - c. No running/yelling in the facility.
  - d. Do not deface property.
  - e. All students are expected to help with clean up and load out at the end of class.
5. **HST classes, rehearsals, workshops and performances have a no cell phone policy.**
  - a. During any official HST class, rehearsal, performance, fundraiser, or event – if the student is seen using the phone, it will be taken from them and held until the end of class. The second time a student has been caught using their phone, they will be required to turn in their phone during official HST times.
6. **HST expects students to be respectful of all adults and their fellow students.**
  - a. No back-talk, teasing, sarcasm, “put-downs” or rough-housing.
  - b. Directing is done by directors and teachers - not students.
  - c. Students should refrain from negative comments during HST time. Frustrations with peers, teachers, directors, or HST policies should be vented at home. Students can bring concerns to HST’s Honor Society students or parents can bring concerns to the Exec Director or any HST Board Member.
  - d. Students should support/encourage each other with words and body language.
7. **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.
8. All **party invitations, card and gift exchanges** are to be done outside of HST.
9. HST acknowledges that our parents have a wide range of views/rules about dating. Therefore HST’s policy is that **all HST events are “non-dating” events.** This means that students attend events as individuals – not couples. They can hang out together but should not display behavior that indicates they’re a couple. (No sitting in laps or PDA’s)
10. 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 Expectations and Consequences

- 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. These expectations include:
  1. **Be in the rehearsal room ready to start at the official start time.**
  2. Bring your script, sheet music, pencil, and appropriate dance shoes.
  3. Come to rehearsal/class with hair pulled back and bangs pinned back.
  4. Write down all blocking given by the director and learn the proper blocking.
  5. Accept director's instructions respectfully and apply them immediately.
  6. Fully participate in all troupe activities during rehearsal.
  7. **Wear appropriate HST attire to rehearsals.** Take off non-HST jackets/flannels.
  8. Silence your cell phone and keep it completely out of view during all HST classes, rehearsals, performances, and events.
  9. **Memorize lines: Jan. for Troupes, Feb. for Theatricals, March for Acting.**
  10. Practice dance & blocking at home weekly, using videos posted on HST website.
- If a director/teacher feels that the above standards are not being consistently met by a student, the director will inform the Executive Director who will then notify the parent that the student is at risk of receiving the following consequences:
  - Loss of assigned lines, songs, part.
  - Loss of privilege to attend HST cast parties, pool party, and/or prom.

## Dress Requirements

### HST classes & events (except Pool Party & Prom)

- Long black pants (no capri-length pants) that allow easy movement. Jazz pants preferred but black sweat pants or loose yoga pants are allowed. (No pants with stripes down side)
- 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**).
- In cold weather – HST Hoodie or turtleneck underneath HST T-shirt are allowed.

### Theater rehearsals and performances:

- All performers must wear HST shirt to theater rehearsals and performances with long black pants & closed toed shoes.
- Theatricals & Troupe Members are required to own/bring HST zip-up hoodie to theater.

### Student Provided Items \* = Item is required.

All other items MAY be required once the student's show costume is determined. Parents will receive an email listing which of these items they need to provide.

- Choirs: \*theater make-up kit (must purchase in Oct.), \*jazz shoes or solid black shoes, \*long black socks, black dress pants or black jazz pants
- Female Actresses:
  - \*Theater make-up kit: Acting A&B students will purchase a make-up kit in fall semester at 50% discount price. Returning students are expected to purchase kits if their current kit is low on supplies (in October).

- Actresses will need to come to their costume fitting with a \*modest neutral tank style leotard and \*neutral tights, \*non-sports bra. (Acting A&B students may substitute a black tank leotard.)
  - Possible additional items (determined during the costume fittings): Black jazz pants, black capri pants, jeans, black dance tights, modesty shorts (spanks), long black socks, shoes (character shoes, tan jazz shoes, specific styled shoes)
- Male Actors:
  - \*Theater make-up kit. Acting A&B students will purchase a make-up kit in the fall semester at 50% discount price. Returning students are expected to purchase kits if their current kit is low on supplies (in October).
  - Actors will need to come to their costume fitting wearing \*black biker-styled shorts and a \*white tank undershirt under regular clothes.
  - Possible additional items (determined during the costume fitting): black jazz or dress pants, khaki pants, jeans, specific shoes (jazz shoes, solid black sneakers, black dress shoes or a specialty-sandal, etc.), long black socks, white dress shirt
- Female Dancers:
  - \*Theater make-up kit (purchase kit in Oct. if current kit is low on supplies).
  - \*Appropriate dance shoes (see below).
  - Female dancers will need to wear \*black scoop neck tank leotard, \*non-sports bra, \*neutral tights under jazz pants & HST T-shirt on costume fitting days.
  - Possible additional items (determined during the costume fittings). These may include: black dance tights (convertible tights preferred for levels 3&4), LONG black socks, black dress pants, dress khaki pants, jeans, modesty shorts (spanks)
  - **All dancers need good black jazz pants for the Finale.**
- Male Dancers:
  - \*Theater make-up kit (purchase kit in Oct. if current kit is low on supplies).
  - \*Appropriate dance shoes (see below).
  - Male dancers need to wear \*black biker-styled shorts and a \*white tank under shirt, \*LONG black socks under jazz pants & HST T-shirt on costume fitting days
  - Possible additional items (determined during the costume fittings): black dress pants, jeans, dress khaki pants, black under-armor shirt, white button down shirt
  - **All dancers need good black jazz pants for the Finale.**

#### Appropriate dance shoes:

- Jazz Classes - slip on black jazz shoes recommended, tied jazz shoes acceptable. Level 3&4 may be asked to purchase tan jazz shoes or character jazz shoes.
- Tap - Level 1&2 & Teen 1 may use Mary Jane style. Teen 2, Level 3&4 should use leather lace-up tap shoe. Level 3&4 may be asked to buy character tap shoes
- Irish Softshoe – Boys: jazz shoes. Girls: gillie shoes
- Irish Hard Shoe – these are very expensive. The teacher will try to find used shoes for students but parents must be prepared to pay for new shoes if used ones can't be found.

## **6. PARENT RESPONSIBILITIES**

### **Accurate Registration Data**

- HST enrollment eligibility will depend on grade level. Therefore HST will use the grade level that is listed when first registering as the baseline for determining a student's HST career. We recognize that homeschooling gives parents the freedom to skip a grade or take two years to finish a grade, but HST will increase a student's grade level one grade per year regardless.

### **Communication & Expectations:**

- HST communicates through our internal website for registered families. The URL is: [sites.google.com/hstonline.org/hst-families](https://sites.google.com/hstonline.org/hst-families) HST will grant you access once you are fully registered using the email address you provide in TADS. Parents are expected to check this website regularly.
- Parents are expected to ensure that students are practicing at home between classes.
- Parents should help students access director notes, practice videos & music every week.
- HST also has a public website that provides HST's history, slide-show timeline, and information for interested families and alumni: [www.hstonline.org](http://www.hstonline.org)

### **Mandatory Parent Meetings-Redland Baptist**

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

#### **1. September 11 - All Families**

- 10am to Noon for New Families: Policies and Surviving your 1st year in HST
- 12:30-2:30pm for returning families: Finances, What's New, Signups
- Babysitting available (donations accepted).

#### **2. Jan. 15 - Families with students performing in ticketed shows** (Only exception is Tech-only families.)

- 10am to 12:00 for New Families
- 12:30-2:30pm for returning families
- Attendance is ONLY opportunity to purchase student section & season tickets.

#### **3. May 26 - Families with students auditioning for troupes & Theatrical Parents**

- 9:30am to 11:30am – GB and JR Families
- 1:00 to 3:00 pm – SR, SH and Theatrical Families
- Parents only need to attend one of these meetings even if they have multiple children.

### **FINE for missed mandatory meetings:**

- Report absence on absence form using parent name. This may be found on HST's internal website: [sites.google.com/hstonline.org/hst-families](https://sites.google.com/hstonline.org/hst-families)
- Families who miss a mandatory meetings will incur a \$50 fine that will be charged to the parent's TAD account.
- HST may waive or reduce the fine based on 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.

**Videotaping and photography:** Videotaping and non-flash photography will be permitted during the Theatricals performances, during all performances of Showcase, GB Troupe, JR Troupe & SH Troupe from the designated back side rows on the theater. The SR Troupe performance may NOT be videotaped or photographed when it is a Broadway production.

**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 are closed** to parents, family, friends and alumni

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

**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 ([director@hstonline.org](mailto:director@hstonline.org)).
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.

**7. DISCIPLINE POLICY**

1. If a director/teacher feels that HST's behavior expectations (see section 5) are not being consistently met by a student, they will inform the Executive Director who will then notify the parent that the student is at risk of receiving the following consequences:
  - a. Loss of assigned lines, songs, part.
  - b. Loss of privilege to attend HST cast parties, pool party, and/or prom.
2. If the above consequences have been levied and there are still behavior concerns, the Executive Director will set up a conference with the student, parents, Executive Director and a Board member to write a conditional contract.
3. If a 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.
4. In extreme cases HST reserves the right to bypass the first 2 steps and go to step 3.