



CULTURAL ARTS

HST Cultural Arts, Inc.
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2011/2012 HST POLICIES CONTRACT

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PRAYER:

HST is open to all students – of any race or religion. HST's goal is to provide 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. Our teachers pray at the beginning of each class to request/thank God for a successful program. Students are not required to participate but are asked to be respectful.

PRE-PAID TICKET REQUIREMENT:

- HST requires that families pre-pay for EIGHT tickets for EACH show they have children performing in.

VOLUNTEER REQUIREMENT:

- **We have a required MINIMUM number of hours, but we could NOT maintain tuition if everyone just did the minimum.** The minimum requirement is per FAMILY – not per student.
- Troupe families (at least one child in a troupe) must do a minimum of 22 hours (2 of those hours must be theatre jobs).
- Families who ONLY have Acting or Dance students must do a minimum of 17 hours (2 of those hours must be theatre jobs).
- Families who ONLY have Choir students must do a minimum of 7 hours (2 of those hours must be theatre jobs).
- Families who ONLY have Acting Intensive students must do a minimum of 10 hours.
- Families who ONLY have students in Overture do NOT have volunteer hours.
- **Families are assessed \$10/hour for incomplete hours for those who complete at least ½ of their required hours.**
- **Families are assessed \$20/hour for incomplete hours for those who complete less than ½ of their required hours.**
- **Families who are scheduled for theatre jobs during performances and do not show up OR arrange for a capable adult substitute will be assessed \$50.**

MANDATORY PARENT MEETINGS:

ALL HST parents will meet for **ONE MANDATORY** meetings the on Friday, Oct. 7, 2011 10-11:30am for 1st year HST families and 1-2:30pm for returning families, both at Redland Baptist Church. **Troupe parents** also have a mandatory meeting at auditions which are held in May. **Families who do not attend these meetings will incur a \$50 fine. If you are unable to make a mandatory meeting you must contact Marilyn Mullan in advance (in writing) for an exemption from attendance.** Please know that exemptions will only be given for unavoidable circumstances & emergencies. Parents who are given an exemption must watch the video of the meeting in order to avoid paying the fine.

ATTENDANCE:

EXCUSED ABSENCE: Note: Arriving late (consistently) or leaving class early counts as an absence.

- From September through Jan. 31st, all programs (except Acting Intensive) have ONE excused absence that can be taken for any class that falls during that time period.
- Acting Intensive has TWO excused absences that can be taken for any class except the last two classes.
- Permission is not needed to take an excused absence but HST appreciates being notified in advance (via email) when a student is planning to take their excused absence(s).

EXEMPTION for missing a MANDATORY class/rehearsal:

- Exemptions are ONLY granted for unavoidable circumstances and emergencies.
- Directors/teachers can NOT grant exemptions. Family must contact Marilyn Mullan to request exemption.

CONSEQUENCE for a non-excused, non-exempt absence:

- 1st offense: Family will be fined \$100 which must be paid before family can register/audition for new HST classes/programs. This is a ONE TIME option that a family can use once during their entire tenure with HST. It is not a one-time per year option, nor is it a one-time per student option.
- 2nd offense: Family will be fined \$200 and may not be allowed to register for future HST programs/classes.
- Note: a non-excused, non-exempt absence by any family member counts as an offense to this policy.

DAMAGE/LOSS of HST MATERIALS:

HST expects students to be good stewards of any and all HST materials. The loss or damage of scripts, music tapes, costumes, props, costume accessories, sets, microphones, etc. will result in the student **paying full replacement cost for damaged/lost items as well as locating & purchasing the replacement.**

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CLEAN UP DUTY:

Students will be expected to help directors clean up after class is done. The directors may choose to have everyone in the class do a team effort, or they may assign students a couple classes during the year where they are responsible for the clean-up.

Students are not dismissed until clean-up is done.

DRESS REQUIREMENTS:

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

- Black pants that allow for easy movement
- HST tee shirt

ACTORS (does not include Overture 1 & 2)

As performers the following items are considered “stock” items that actors should own.

- Jazz shoes (Acting 1 & 2 students have option of solid black sneakers)
- Theatre make-up kit (Acting 1 & 2 students will receive a kit at their make-up workshop)
- Neutral leotard & tights (girls)
- White v-neck undershirt & black biker style shorts (boys)

DANCERS

- For CLASS:
 - Black pants that allow easy movement
 - HST tee shirt (tuck shirt in if dance moves expose midriff)
 - Appropriate shoes
 - Jazz – slip-on jazz shoes recommended
 - Tap – oxford style (Level 1 can use Mary Jane style)
 - Irish – Jazz shoes for boys, gillie shoes for girls
 - Irish Hard Shoe - must have Irish hard shoes
- Optional – girls can wear black scoop-neck tank leo (no spaghetti strap or back-straps) without HST tee shirt and guys can wear black under-armor style shirt.
- For SHOW:
 - Girls: black jazz pants, black scoop-neck tank leo (no spaghetti strap or back-straps), black dance tights, tan dance tights (adv levels may need convertible style tights), theater make-up kit
 - Boys: black jazz pants or dress pants (depending on class), black biker style shorts, long black socks (ankles cannot show), white v-neck undershirt, black under armor style shirt, theater make-up kit

BEHAVIOR:

- Students are expected to be **inside and ready to begin at the start time** for their program.
- HST expects all students to be **respectful of the property**. This means **no gum**, staying out of areas not being used by HST, no running/ yelling in facility, and leaving the facility exactly as we found it.
- HST expects students to be **respectful of all adults and their fellow students**. This means no back-talk, teasing, sarcasm, “put-downs”, or rough-housing. **“Directing” is done by directors and teachers – not students.**
- 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 that they are a couple.
- HST expects all students to be **respectful of the safety of fellow students**.
- HST expects all students to **fully participate in all the lessons/activities** of the program they have signed up for.
- HST expects students to **accept instruction/advice/correction** from their directors **without comment or excuse**.
- HST expects students to **respond to director’s instructions THE FIRST TIME** those instructions are given.
- HST expects students to **promptly stop any behavior deemed inappropriate by a director, teacher, volunteer or staff member**.

DISCIPLINE POLICY:

HST teachers will talk to students first about behavior issue and notify Executive Director. If there is no improvement, parents will be emailed. If behavior problems continue, a conference will be set up with student, parents and Executive Director where a behavior “contract” will be agreed upon. If the “contract” is broken, the child will be asked to discontinue the program. In extreme cases (including time limitations before a performance) HST reserves the right to bypass the first 2 steps and go directly to the conference and “contract” step.

INTERNET POSTING POLICY:

- Images of HST students age 13 & under may NOT be posted online regardless of student’s permission.
- Images of HST students age 14 & up may be posted online **IF** the event is social (not at HST class, rehearsal, or backstage at FSF theater) **AND** student has given permission.

VIDEOTAPING AND PHOTOGRAPHY:

There is NO videotaping or still photography of the Showcase or Senior Troupe shows. Videotaping and non-flash photography will be permitted for Gaithersburg, Junior & Shakespeare Troupes at the Friday theatre performance in the back rows on the left and right sides of the theatre ONLY.

CLASSES AND REHEARSALS:

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

REGISTRATION & PAYMENT POLICIES:

- Registration for all HST classes and troupes will be done on-line.
- Registration for auditioned programs (troupes and Dance Intensive) must be completed within 72 hours of being notified that the student has been offered a slot.
- Payment for a class (including prepaid ticket costs) is due in full at the time of registration.
- Payments will be made using PayPal (credit or debit).
- All tuition is non-refundable and non-transferable.
- Families who owe any money to HST (tuition, fee for unserved volunteer hours, fines, tickets, shoutouts, etc.) will not be allowed to register for the following year until all money due is paid in full.
- HST reserves the right to cancel any class (refunds will be given for canceled classes).