



Policies and FAQs

Section 1: FAQs

Who is eligible to participate in youth classes at American Stage?

Students who are at least 5 years old at the time of the class and are in Kindergarten through 12th grade may register for an American Stage Education youth class/ensemble or camp session.

How can I register for classes?

You may register for classes online, over the phone, or in person. Payment for the class is due at the time of registration, either in the form of an automatic payment plan or payment in full. All registrations are subject to a handling fee.

What are my payment options?

Online purchases must be completed with a credit or debit card. When registering online, you will have the option to pay in full, or you may choose to participate in the Online Deferment Plan. Participating in the Online Deferment Plan sets up an automatic payment plan for your class with equal charges being made monthly until the end of the class. The first installment is due at registration. Otherwise, you will be charged for the full amount of the class at the time of registration.

When registering on the phone or in person, you may pay in full with a credit or debit card, or you may set up a Deferment Plan with your credit or debit card via phone. If your balance is not paid off by the last day of the class, your card will automatically be charged for the remaining balance. If your card is declined, you will be charged a \$10 processing fee. All payment plans require an initial payment installment at the time of registration and a credit card number on file for future payments.

If you prefer to pay with cash or check, you may register over the phone or enroll in person at the Box Office. In this case, payment in full must be received within 72 hours of registration to reserve your space in the class. If we have not received payment in full in that timeframe, your registration will be cancelled and your space in the class will be released.

If you have a balance on your account from a past class or purchase, you will not be able to register for or attend a new class until your balance has been paid in full.

Are there any registration discounts or financial aid available for classes?

We offer several discounts that vary depending on the program or class. Please see the class description webpage for discount details.

What happens after I have completed my registration?

After registering for the class, you will receive an email from the Education Team with a link to our Online Enrollment Form. We require this completed form before class begins, because it includes necessary information, such as emergency contact information. Your student will not be able to participate in our classes until this form has been submitted. At least one week before the class begins, you will receive a Welcome Email with information such as location, Teaching Artist information, and other details about the class.



Attendance and Participation Policy:

Regular, punctual attendance is essential for your child's success in the class. Excessive tardiness and/or absences may result in dismissal from the class. **Students who miss 3 or more classes for any reason in a single semester may be dismissed from the program.** If your student will be late or absent from class for any reason, please contact your student's Teaching Artist directly.

Be sure to arrive at least 5 minutes before the class is scheduled to begin so that class can start on time. **Please DO NOT leave your child unattended if their Teaching Artist is not in the classroom.** Teaching Artists will invite students into the classroom when class is ready to begin.

Only students who have registered and paid with American Stage Education and completed the Enrollment Form may attend American Stage Education Classes. **Guests of students are not permitted in the classroom during class sessions.**

Cancellation Policy:

You may only withdraw from a class up until week 2 of the class. There will be no refunds after week 2 of a class. If you would like to withdraw or cancel your registration for a class within this two-week window, there will be a \$40 Cancellation Fee and all other monies will be refunded. If enrollment for a specific class does not reach the required minimum for that class, American Stage will cancel the class and fully refund any previously enrolled students.

Section 2: Standards of Conduct

Class Conduct Policy:

We believe a safe environment is essential so students can freely play and explore this art form. It is our priority to provide a physically and emotionally safe educational and artistic environment in which students and performers and instructors/directors can build trust. We expect all involved to demonstrate respect for one another because it is essential for any collaboration. American Stage reserves the right to remove a student, performer, director, or teacher from class or program if they demonstrate conduct that we deem physically or emotionally disruptive or harmful to others.

Conduct that may result in removal or suspension includes, but is not limited to:

- A pattern of verbal disruptions
- Repeated disregard of the teacher or director's directives in class or rehearsal
- Verbal or emotional abuse, bullying, or violence
- Physical or verbal threats
- Repeated or excessive tardiness or absence
- Cyberbullying or inappropriate communication on social media or through texting

If the Conduct Policy is being broken among your child's classmates and you are concerned, please communicate with either your student's Teaching Artist or the Youth Education Associate. See contact information at the end of this document.

Discipline Policy Immediate Dismissal or Expulsion



If at any point during class or rehearsal, the instructor/director feels that a student or performer is engaging in behavior which is threatening, dangerous, and/or highly disruptive to the classroom ensemble, the instructor/director may require that the student leave the room for the remainder of the day's class or rehearsal. Students/performers dismissed in this manner may not return to their regular class/rehearsal until they have spoken with a member of the Education staff. Behavior which would result in immediate dismissal includes, but is not limited to, threats or acts of violence, bullying, or emotional abuse. If behavior is deemed excessively disruptive or dangerous to the classroom environment, American Stage Education reserves the right to permanently expel a student or performer from the program.

Warnings

Students who display behavior that a Teaching Artist deems to be detrimental to the progress of their ensemble may be issued a warning. The Teaching Artist gives the warning verbally and then notifies the parent either verbally or via email. If a student receives more than one warning for similar issues, the Youth Education Associate and Director of Education will be notified and appropriate action will be taken. Depending on the circumstances, students may be dismissed from the class.

Anti-Harassment Policy

Harassment of any kind is strictly prohibited. American Stage will not tolerate harassment by anyone, including instructors, staff, performers, students, visitors, vendors, contractors, and third parties. Harassment is defined as unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive that it unreasonably interferes with an individual's participation in American Stage Education programs, or creates an intimidating, hostile, or offensive educational or artistic environment.

Tips for harassment/bullying

If you are being bullied or harassed:

- Calmly ask the bully to stop
- If speaking up seems too hard or not safe, walk away and stay away
- Stay near other people. Most bullying happens one on one
- Tell your child's instructor or American Stage Education staff member so we can help you or other who might be affected now or in the future.

Complaint Procedure

If you or your child would like to report, file a complaint, or seek guidance, please speak with a Teaching Artist in your classroom, a member of the American Stage Education staff, or the Producing Artistic Director. Contact information is at the end of this document.

Any student who experiences or witnesses harassment of any kind, whether from a fellow student or a faculty member, should discuss the problem with American Stage Education Staff and, if desired, request that staff speaks informally to the person complained about. No one at American Stage – whether faculty member or a student – may reprimand, retaliate, or discriminate against an individual for raising a concern, making a complaint, and/or participating in an investigation under this policy. Any individual who believes that he or she has been retaliated against in any manner should report the matter to American Stage Education staff. All concerns and complaints will be treated with confidentiality to the extent practicable without compromising the investigation and/or resolution of the matter, and will be investigated



thoroughly and promptly. Where possible, American Stage will attempt to resolve the issue informally (for example, by speaking to the alleged harasser and/or counseling the parties). However, this does not preclude more formal corrective or disciplinary action.

Violence

American Stage maintains a zero tolerance policy for violence. Acts or threats of physical violence which involve or affect American Stage faculty, students, and staff, or which occur on American Stage or St. Petersburg College property, will not be tolerated. Examples of prohibited threats or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual
- Physically injuring another individual
- Threatening an individual or his/her family, friends, or property with harm, or otherwise engaging in behavior that creates a reasonable fear of injury in another person
- Intentional destruction or threatening to destruct property
- Making/sending harassing or threatening phone calls, text messages, emails, and social media posts/comments
- Harassing surveillance or stalking
- Unauthorized possession or use of weapons or replica weapons

Every student/parent is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to American Stage Education staff or the Producing Artistic Director.

Weapons

American Stage prohibits all persons who enter American Stage or St. Petersburg College property from carrying a weapon or replica weapon of any kind, regardless of whether the person is licensed to carry the weapon or not. The only exception to this policy will be police officers, security guards, or other persons who have been given written consent by American Stage or St. Petersburg College and/or are permitted by law to carry a weapon on the property. Violation of this policy is grounds for discipline, including immediate dismissal.

Student Whistleblower Policy

Students, performers, instructors, and directors must immediately report to American Stage Education Staff any activity or conduct that they suspect is:

- Illegal, or a violation of any state or federal law and/or regulation; or
- A serious violation of American Stage Education policy and/or procedure, including the above stated policies regarding violence, or weapons;\
- Otherwise inappropriate and/or unethical

American Stage will not retaliate against any student as a result of his or her report of inappropriate conduct under this policy, or because he or she has refused to follow an illegal, inappropriate, and/or unethical request.

Confidentiality

Reports of inappropriate conduct under the policy may be submitted on a confidential basis by the student directly or may be submitted anonymously. American Stage will endeavor to investigate the reported conduct as discreetly as possible under the applicable circumstances. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an appropriate investigation.



Handling of Reported Violations

Upon receipt of a report of inappropriate conduct under this policy, American Stage shall conduct a prompt and thorough investigation and appropriate corrective action will be taken, if/as warranted.

Open Door Policy

American Stage is committed to providing a safe, productive, and educational environment for all students. Part of this commitment is encouraging an open and frank atmosphere in which any problem, concern, or questions can be addressed and discussed. Students who have a questions, problem, suggestion and/or complaint should feel free to discuss the issue with a member of the American Stage Education staff. There will be no retaliation for raising a concern under this policy. Any issues raised or discussions held pursuant to American Stage's Open Door Policy will be treated with confidentiality unless the student agrees to include others in the discussion or an investigation into the matter is warranted, in which case, confidentiality will be maintained to the extent practicable without compromising the investigation.

Contact Information:

Please direct communication and requests surrounding these policies and procedures to one or more of the following American Stage employees:

- 1) Youth Education Associate
Marissa Nicole Koch. mkoch@americanstage.org, 727-823-1600 ext 204
- 2) Director of Education; Director of Improv
Tiffany Ford. tford@americanstage.org, 727-823-1600 ext 201
- 3) Adult Education Associate
Patrick Jackson. pjackson@americanstage.org, 727-823-1600 ext 213
- 4) Community Engagement Associate
Sadie Lockhart. slockhart@americanstage.org, 727-823-1600 ext 212
- 5) Producing Artistic Director
Stephanie Gularte. sgularte@americanstage.org

Failure to comply with these policies may result in action up to and including dismissal from American Stage programs and activities.

Section 3: Agreements

Hold Harmless Policy

By registering in an American Stage Education class, I agree to hold American Stage Theatre Company and St. Petersburg College harmless from any and all claims, loss or damage to my own or my child's personal property, liabilities and costs, as a result of participation in classes and performances, including travel to and from, or any events incidental to classes and performances.

Photo Release Policy:

By registering in an American Stage Education class, I give American Stage permission to use photos of my child taken either during class or during a performance for promotional purposes. Student names will not be published by American Stage.

