



Code of Conduct and Handbook

2024-2025 Season

Class Act Production's Mission is to create exceptional theatre experiences that transform lives. We believe theatre can educate, empower, inspire, and entertain in remarkable ways.

Class Act Productions has adopted the following policies to insure a safe, enjoyable, and professional experience for all participants, volunteers, and staff.

Transportation Drop off/Pick Up

It is the parent's responsibility to provide transportation for their child to and from Class Act events. Parents are expected to escort their child inside the Class Act studio or theater space and pick their child up promptly when the Class Act event or rehearsal is over. Supervision is not provided in the parking lot or exterior space of the Class Act studio or theater. Students who are habitually late arriving at rehearsal or being picked up late may incur additional fees or be removed from the production.

Class Act recommends that students do not leave the Class Act Studio or rehearsal space during rehearsals or classes without supervision. Class Act cannot monitor the safety of students outside of the rehearsal area and therefore cannot be held liable for any incidents that may occur.

Attendance Policies – Main Stage Productions

Students are expected to attend all rehearsals they have been called for. Contact the stage manager with any conflicts or if you will be absent due to illness.

Dress Code

Proper clothing for activities is required. Attire for rehearsals and classes should be modest and appropriate for all ages. No clothing which display obscenities, sexual innuendos, depict violence or weapons, advertise or promote alcoholic beverages, narcotics, or tobacco are permitted. Please follow guidelines given by instructors or directors for specific classes or productions. Please do not wear dance shoes outside of the rehearsal room.

To facilitate costume changes during main stage productions, we ask that all female cast members wear a leotard under all costumes and male cast members wear a snug fitting t-shirt and shorts.

Social Media

Students who perform in Class Act main stage shows and participate in classes are treated like professional actors. It is important to remember that you are a representative of Class Act and how the show and Class Act is viewed on social media.

It is prohibited to post images of sets, costumes, lighting, props, etc. without written permission from the director or marketing chair. These are all considered intellectual property, and posting anything online without consent can be harmful to the production. Actors and parents are strictly prohibited from posting videos or images during rehearsals or performances.

Guidelines and Expectations for parents and adult volunteers:

Please refer to Class Act's Child Safety policy for more information.

- One-on-one contact between adults and youth members is STRICTLY prohibited. In situations requiring a personal discussion, the meeting is to be conducted with the knowledge and in view of other adults and/or youth. Adults may not have one-on-one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with youth members. Leaders should copy a parent and another leader in digital and online communication, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication.
- Adults and youth must respect each other's privacy, especially in situations such as changing clothes/costumes. Inappropriate use of smart phones, cameras, imaging, or digital devices is prohibited. It is easy to unintentionally or inadvertently invade the privacy of other individuals with those devices in or near changing rooms, restrooms, or other areas where privacy is expected.
- Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure policies are followed. Discipline used must be constructive and reflect Class Act and the theatre community's priorities.
- All adult leaders and youth members have a responsibility to each other's safety and well-being. Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyberbullying, theft, verbal insults, drugs, alcohol, or pornography have no place in Class Act Productions and may result in expulsion and a report to law enforcement.
- Encourage students to adhere to the student code of conduct.
- Maintain a positive attitude towards Class Act programs, staff, volunteers, and other students.
- Parents or guardians are welcome to remain at rehearsal with their student, however, we ask that parents do not enter the rehearsal room.
- Dress and tech rehearsals are all closed rehearsals. Parents and families are not allowed in the auditorium during these rehearsals.

Code of Conduct for Student Cast and Crew Members:

Students are expected to:

- Respect the rights and privileges of others.
- Maintain an open and positive attitude.
- Accept and apply feedback from directors and instructors.
- Obey all classroom and facility rules.
- Adhere to the dress code.
- Treat directors, crew, and parent volunteers with respect.
- Arrive on time.

Disciplinary Policy

Disrespect of any kind towards fellow students, parents, directors, crew, instructors, volunteers, or staff will not be tolerated. Behavior by students, adult cast and crew members, parents, and volunteers must be appropriate and positive for all ages of students participating in a Class Act Productions.

Examples of misconduct include, but are not limited to:

- Any illegal activity.
- The use, possession, and/or sale of illegal or unauthorized drugs.
- Weapons of any kind are not allowed during classes, rehearsals, or performances.
- Hazing and initiations are prohibited and may not be included as part of any activity.
- The use of inappropriate language or topics of conversation are prohibited. Be mindful that Class Act is an organization for a wide range of ages; topics of conversation that may be appropriate for older teens are not appropriate for a younger child.
- Engaging in inappropriate or unwanted physical contact.
- Engaging in inappropriate public displays of affection.
- Any negative behavior associated with race, religion, sexual orientation, or disability.
- Taking, modifying, or damaging the property of others.
- Verbally or physically harassing, taunting, or bullying others, this includes cyberbullying.
- Possessing any device or object that can cause harm to others.
- Possessing obscene or pornographic material.
- Using profane language or gestures, or racially or ethically offensive language or gestures towards others.
- Threatening to harm others or their property.
- Fighting or roughhousing.

Discipline Management

Discipline is designed to correct misconduct and to encourage all students to adhere to Class Act's code of conduct. Discipline will be administered, when necessary, to protect students, employees, and property of Class Act Productions.

Parents will be notified immediately of inappropriate or disruptive behavior. Any serious misbehavior or a pattern of consistent misbehavior may be grounds for the removal of the student from class, removal from the production, or removal from all Class Act programs.

Disciplinary action will be taken on any behavior that the Director, Stage Manager, Cast Supervision, or parent volunteer might deem disruptive to rehearsal or the production on a case-by-case basis.

Incidents requiring an immediate report to the Class Act Productions Leadership

- Situations which present an immediate risk of harm to any person.
- Any reports to authorities where reporting of child abuse laws apply.
- Any abuse of a child that meets state reporting mandates for bullying or harassment.
- Any mention or threats of suicide. If someone is at immediate risk of harm, call 911.

Reporting of Physical or Sexual Abuse

All persons involved in Class Act Productions must report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. Immediately notify Class Act leadership of this report, or of any violation of Youth Protection policies, so he or she may take appropriate action for the safety of our youth, make appropriate notifications, and follow up with investigating agencies.

Non-Discrimination/Non-Harassment Statement

Class Act Productions is dedicated to the treatment of all persons with respect and dignity, and to maintain an environment that is free from any form of discrimination or harassment. Class Act prohibits any form of harassment to or by any person; this includes physical, verbal, or sexual harassment of any kind for any reason. Class Act prohibits discrimination based on race, gender, national origin, disability, age, religion, ethnic background, economic status, or sexual orientation.

A student, volunteer, or staff member that believes they are being subjected to harassment or discrimination should bring the matter to the attention of a staff member of Class Act. All complaints will be investigated promptly and confidentially.

Class Act Incident Reporting Policy

Class Act Productions provides a program for young people that builds character, trains them in the responsibilities of participating citizenship, and develops their artistic skills. A key responsibility that we all share is providing an effective program that meets the needs of young people and provides the proper health and safety of everyone concerned. It is important that we sustain the safe operation of our programs and promote continuous improvement through organizational learning. Timely and complete incident reports support analysis that is critical to identifying needed improvement of the programs offered by Class Act Productions.

Why Report an Incident?

The information reported from incidents is valuable in preventing the reoccurrence of similar incidents. Reporting incidents promptly is critical so we can respond to incidents in an appropriate manner and helps properly manage any potential claims.

How Do I Report an Incident?

An Incident Reporting form is available on the Class Act website.