



SECOND GENERATION

THEATRE

ACADEMY

OUR MISSION: INSPIRE YOUNG PEOPLE TO CREATE COMMUNITY AND BUILD CONFIDENCE THROUGH EDUCATIONAL EXPERIENCES IN THE PERFORMING ARTS.

### **SGT Academy Policies**

SGT Academy is a non-profit theater program providing a complete theater experience for young people. This program and all participants benefit from the mutual respect gained by following a standardized set of rules.

### **Parent Contract**

You are required to read and understand these policies before participating in any program with SGT Academy. You will be asked to acknowledge receipt and acceptance of these policies when you enroll.

### **Casting/song choice/solo assignments**

There are many things to consider when making casting/song choice/solo assignment decisions, but our goal is always to tell the story the best way possible. Preparation and a great attitude are a must. Recent rehearsal or performance behavior and attendance will also be a consideration in casting. We are committed to keeping exceptional training at the heart of what we do, and so we want to offer every student an opportunity to learn from their experience.

### **What we won't do:**

1. **Reconsider a casting decision.** Once a casting decision has been made, it is final. Teachers will not entertain complaints about or discuss in any way the decisions that have been made with anyone.

### **What we will do:**

1. **Provide feedback to student inquiries about the process.**  
The response will include kind and constructive feedback regarding our choices, and specific advice about where to most effectively direct efforts for improvement.
2. **Help describe what does go into casting a show.**  
Casting is a challenging and complicated process, involving multiple variables. A number of key elements that go into casting decisions are simply out of a student's control. By the same token, we would like students to know what elements they can control and improve upon.
3. **Encourage ongoing training.**

Finally, we urge students to continue their training through workshops and classes, whenever possible, and will happily point any student toward upcoming opportunities at SGT Academy (or elsewhere).

#### **4. Character Roles/ Stage Time**

Every performance produced by SGT Academy is unique. The number of students participating in each class also varies. We strive to put students in songs where they will shine the brightest and provide honest and captivating storytelling for our audiences. A student's stage time is not always reflective of their skill or audition, but when you are a part of the SGT Academy community it is understood that the show quality is high because every actor in every size role is strong, and giving their best effort no matter how many lines they have.

#### **Memorization of Lines, Blocking and Scene Work**

Each actor is an invaluable part of the team and is expected to arrive prepared, with a positive attitude, ready to do the work in and outside of rehearsal to make sure everyone is ready for our performance. Expectations regarding memorization will be communicated with the cast and parents throughout the rehearsal process.

#### **Communication**

Communicating with staff or instructors on their personal cell phone is prohibited. If there is an issue, please contact them using their provided email address or on The SGT Academy business phone: **716-508-7480** and they will be asked to return your call. You may also contact us via email at [secondgenerationtheatre@gmail.com](mailto:secondgenerationtheatre@gmail.com). All communication will be conducted via email. It is your responsibility to check your email regularly as email notices will be sent in a daily and weekly call from your class' teacher or assistant. Feel free to email with questions regarding schedule, materials or deadlines. Please make sure to list all email addresses that you wish to receive updates on your enrollment forms. If you have not received copious emails, then you need to let us know that your email address has fallen off the list.

#### **What to Bring to Class**

All cast members will need to bring their scripts/music folders and two sharpened pencils to each rehearsal along with a labeled bottle of water.

#### **Dress Code**

All actors are expected to wear comfortable clothing and shoes that allows for movement. Flip flops and bare feet are not permitted. Shorts should be worn under dresses and skirts.

#### **Food and Drinks**

No food will be allowed in the classroom or theater. Please eat prior to classes, rehearsals, and performances.

**Conflicts**

Class participants are required to create a conflict list to let the teacher know when they are unable to be present. This conflict list must be strictly adhered to. You may not add conflicts later. You MAY attend class on the opposite day of your normal schedule (Monday instead of Thursday, for example) with prior notice to your teacher.

**Absences**

In the case of illness or emergency we ask that you notify the teacher as soon as possible. It is your responsibility to reach out to the teacher for blocking, music or choreography notes learned that day. If you have a fever or stomach virus, please remain home until you are symptom free for 24 hours.

**Class Drop Off/Pick Up**

Classes and rehearsals start promptly. It is important that students are dropped off and picked up promptly. If students are late, they need to contact the teacher's assistant and let them know as soon as possible. If you are late you may miss out on opportunities to be in scenes or musical numbers. Also, there are several groups using the classroom and theater and we need to clear out quickly before other rehearsals can start.

You must pick up and drop off on time and communicate if there is a problem.

That said, we will never leave a student at the theater unattended.

On the first day of rehearsal we will have a carpool permission form and you may list any adult, other than yourself, that has permission to pick up your child. We will not release your child to anyone other than the individuals you have given us written permission to release them to.

**Tech week**

Tech week (the week of the performance) attendance is mandatory. Missing a mandatory class may result in being removed from the show.

**Parent Volunteers**

Parents who sign up for a volunteer position are expected to follow through with this commitment. We are a small organization that provides a lot of free and affordable programming, and the only way we can continue to provide high quality programming like this is with the committed help of parents and the community.

**Costumes**

At the beginning of each class session we will send a detailed list of what each cast member needs for a costume, usually a normal clothing item in a specific color scheme. It is not mandatory for parents to provide costumes. If you are unable to provide a costume piece, you must email the teacher with the

performer's name, character name, item(s) needed and size by the date specified.

### **Closed Rehearsals and Performance Expectations**

During performances, no one except actors and parent volunteers will be allowed backstage. We realize that it is fun to say "Hi" to your friends and family, but the actors need to be focusing and concentrating on their characters and the performance.

Parents are not permitted in the room during classes. This is the easiest way to make sure that every adult in the room is a safe and trusted adult. It also allows students and instructors to feel like they can work without an audience.

### **Behavior and Dismissals Policy**

Every student and parent is expected to be a kind, hardworking advocate and member of this community. If an actor or parent is not able to be a positive part of SGT Academy, the family may be asked to leave the show or program. It is our goal that every person involved feels that SGT Academy is a safe place, and that no one's educational evolution is impeded by another student or parent's poor behavior. No student should ever touch another student unless it is a specific part of his/her blocking or choreography. All staff members must be treated with respect. If a behavior issue arises with a student, we will first address with the student directly, and then involve parents if needed to resolve the problem. Inappropriate behavior from parents will be addressed through our Board of Directors.

### **Cell Phone Policy**

We recognize the importance of students having cell phones in order to stay in contact with parents. We require that the classroom be silent during classes and that performers pay attention so that they can learn from the other actors working and so that they do not miss their own cues. Cell phone use is permitted as long as it does not interfere with these conditions. Cell phones must be turned off if we find that they are being used excessively or interfering with rehearsal.

During productions cell phones must be turned off to avoid distractions, missing cues, and unnecessary noises.

### **SGT Academy is a Bully Free Zone!**

#### **Definition of a Bully:**

Someone who **intentionally** causes physical or emotional harm to someone else as a way to gain power or influence, **in person, by cell phone or online.**

#### **You are acting as a bully if you:**

- Make derogatory comments or call bad names to someone's face or behind their back, spread lies with gossip or rumors
- Make efforts to socially exclude or isolate someone
- Physically abuse someone by hitting, kicking, shoving, and spitting, etc.
- Take money or other belongings from someone

- Force or pressure someone to do something against their will or encourage them to do something inappropriate
- Brag about your abilities, talents and roles or criticize the talents and abilities of others

**If you recognize bullying:**

- Get help from an adult
- Stand up for what's right
- If you hurt someone, apologize and make it right!

The SGT Academy staff does our best to monitor and understand all social situations between the students while at SGT Academy. Issues outside our program must be handled between students and their parents.

**Non-discrimination Policy**

It is the policy and commitment of SGT Academy that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, sexual orientation or religion.

**Admissions**

The SGT Academy admits students of any race, color, national origin, sexual orientation and ethnic origin to all the rights, privileges, programs, and activities. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and other programs.

**Equal Employment Opportunity**

SGT Academy is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, sexual orientation or religion or otherwise as may be prohibited by federal and state law.

Any employee, board member, volunteer, parent or student who believes that s/he or any other affiliate of SGT Academy has been discriminated against is strongly encouraged to report this concern promptly to The Board of Directors.

**Discriminatory Harassment**

Harassment or intimidation of a parent, staff person or student because of that person's race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for termination.

Harassment and intimidation includes abusive, foul or threatening language or behavior. SGT Academy is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or students.

Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the Board of Directors and, if substantiated, prompt action will be taken.

**Policy Sources:**

Nashville Children's Theatre; Nashville, Tennessee

Upstage Arts; Webster, Texas

Youth Musical Theater Company; Berkeley, California

I hereby agree to abide by the policies set herein to the best of my ability.

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(Student)

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(Parent)