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**Student and Guardian Codes of Conduct**

In order to ensure a positive experience for all the students enrolled in Compass Creative Dramatics Residency, we ask that you review the code of conduct for students and guardians before enrolling your child. If any of these guidelines raise questions that you may have about enrolling your student, or you are concerned that your student may have circumstances that will cause them to be unable to follow these rules, please contact The Paramount Theater (Cathy von Storch – contact info below).

**Student Code of Conduct**

We pride ourselves in offering a fun, and safe environment where your child may stretch their bravery and creativity muscles through the art of theatre and develop teamwork, respect, responsibility, and empathy. To be able to provide the best environment possible for this we ask the students follow these three rules:

1. “The Contact Rule.” Students may only have physical contact with one another if they have been directed to during rehearsal, a performance, or a class. This may include contact such as holding hands or touching one another on the shoulder and will always be done in a safe environment under the instruction of an educator. Otherwise, students are to refrain from physical contact with one another, whether friendly or unfriendly. This helps us protect our students’ personal space and safety. The contact rule also applies to personal belongings – no one is to touch belongings that are not their own, including, but not limited to, bags, jackets, lunches, theatre or residency site property. If a student has been entrusted to handle theatre property such as scripts, props, and costumes s/he is expected to treat the property with the utmost respect and return in the same condition that it was given. Failure to do so will cause the student to lose the privilege of using the theatre property.

2. “The Food Rule.” To minimize distraction and maximize safety, students are only to consume food and beverages at designated snack and mealtimes. They are encouraged, however, to have a water bottle nearby at all times to help maintain hydration that is important to this kind of summer activity. Snacks and meals need to be brought with the student at the beginning of each day. Meal drop-offs in the middle of the day disrupt the flow of instruction, distract students, and may cause a student to miss a snack or meal because our break times to fluctuate slightly day-to-day. Gum at any time during rehearsal is not permitted.

3. “The Respect Rule.” We expect that the students respect one another as well as any staff they encounter throughout the week. This includes:

• Listening. We ask that students are not only quiet, but also paying attention when it is someone else’s turn to be speaking as they may be missing important instructions or directions if they allow themselves to be distracted. This includes, but is not limited to, having side conversations during class, “zoning out” during instructions, and cell phone use. Cell phones are not permitted during rehearsal and may only be used during break times.

• Communication. We ask students to be mindful of messages they are sending with their words, bodies, and attitudes. Unkind, disrespectful, or distracting communication to fellow students or educators will not be tolerated.

• Following directions and being prepared. Students will be asked to follow directions in-the-moment as well as commit directions to memory for future use. They will also be asked to complete “homework” assignments such as memorizing lines and reviewing previously taught material such as songs and dances so that they are best prepared for the next day. Completing their daily “homework” is especially important to the collaborative nature of this program because the educators as well as their fellow student actors are relying on them to be fully prepared the following day and it hinders everyone’s progress if a student neglects their personal work.

*Breaking the above rules will be handled as followed:*

• First level will result in a verbal warning from an educator. It is at the educator’s discretion to offer several verbal warnings before moving on to the next level. A continued issue in a single day may result in a student being asked to sit out of activity for a short time in order to restore good behavior before rejoining the activity.

• Second level will result in an educator/guardian conference about the incident that will include asking the guardian for assistance in correcting the behavior.

• Third level will result in the student being removed from the program and asked not to return for the remainder of the sessions.

**Guardian Code of Conduct**

Compass Creative Dramatics believes that the most effective educational environment is one that includes the families and the educators working together to ensure the best experience for the students. We pride ourselves in striving to have wonderful relationships with all of our students' guardians that allow for a positive theatre residency experience for the entire family! To help ensure the collaboration needed between the educators and the families, we ask guardians to follow these four rules:

1. Uphold Camper Code of Conduct: Your student looks to you to set an example of following rules and instruction. Please be sure that your student understands the expectations of the program, help your student maintain these expectations, and let them know that failure to meet these expectations could result in the loss of privilege to participate in this program.

2. Attendance: Your student relies on you to help maintain a timely schedule. We understand you and your child are both busy individuals and have outside commitments, however because of the very collaborative nature of the program, students are not excused from rehearsals or performances. Feel free to contact us with questions or concerns about scheduling conflicts.

• Please do not be late to rehearsal. Students should arrive absolutely no later than the start time of the program, and ideally 10-15 minutes early. We do our best to respectful of all families' time and waiting on late arrivals delays the whole cast and hinders rehearsal.

• Please be sure to pick up your student promptly each day at the scheduled end time. We do everything in our power to begin and end on time and supervision beyond the scheduled end time is not provided.

• If an unforeseeable event occurs that will cause you to be late dropping off or picking up your child, please reach out to the sponsoring organization's contact person.

3. Camper Dress: Your student relies on you to help dress appropriately for events. We will be up moving and dancing a lot and it is important that students dress accordingly. We also request for their safety that they only wear shoes with closed toes and heel. Athletic shoes or dance shoes are great! No flip flops or sandals of any kind - please bring a change of shoes if necessary. Additionally, on Friday they are asked to bring additional items for under their costume. Please note without their additional items on Friday they will NOT be permitted to receive their costumes with the other students.

4. Communication: Communication between CCD and families is key to the success of this program and the overall success of its students.

• Read and keep handy any information that CCD provides during the week. Please check with your student daily to receive any handouts or paperwork that they may have received at that day's rehearsal. Please be sure to obtain the rehearsal schedule letter that your student will be sent home with on the first day of the residency following auditions.

• Respect: The educators selected for this residency are accountable for the outcome of the end-of-week performance, as well as the day-to-day instruction of all the students. The rules and guidelines are in place to protect our educational mission, as well as the wellbeing of all the students. Guardians may not attempt to influence role or line assignment, or other show-related decisions.

*As with the Camper Code of Conduct, it is important that the Guardian Code of Conduct is followed and will be handled in the following manner if broken:*

• 1st level: A brief discussion addressing the issue between a CCD staff member or a Paramount representative and guardian will take place to allow regular camp instruction to continue.

• 2nd level: A conference between a CCD staff member, Paramount representative, and guardian that is to take place outside the regularly scheduled instructional time. During this conference, a plan to correct the issue will be discussed and implemented.

• 3rd level: If an agreement cannot be met that restores code of conduct expectations, a family may be asked to withdraw a student from the program. CCD will do everything in its power not to remove a student due to guardian misconduct and will work diligently to resolve any issues to allow the camper to finish out the instructional week and performance.

***If there are any questions or concerns, please don’t hesitate to reach out to***

***Cathy von Storch, Education & Outreach Manager: 434-293-1000 /*** [***cathyvonstorch@theparamount.net***](mailto:cathyvonstorch@theparamount.net)***.***

***If you have questions specifically for the CCD artists, Cathy will be happy to connect you with us.***

***Thank you and we look forward to a FANTASTIC week with your children!***

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