



Student/Parent Handbook

2019/2020

Please review the information in this handbook as updates have occurred.
Students ages 10+, please keep a copy of this book in your KSMT binder for reference.

New Contacts

Main Office: 724-741-1088

Main Email: Academy@KeystoneTheater.org

Address: 850 Cranberry Woods Dr., Cranberry Twp, PA 16066

Please note: All emails should be directed to the main office's email. The administrative staff will respond or forward your message to the specified/appropriate staff member to assist you. Typical response time is 24-48 hours.

If a reply is not received during this time, please follow up via phone to ensure that your email was received.

Medical

- In the case of a life-threatening emergency, the KSMT staff will dial 911 & use their best judgement to manage the situation until they receive further instructions from the professional emergency responders.
- **Medical Condition-** If your student has a known medical condition or need that you have not already noted on your 19/20 registration form & that you would like to share with our staff, please email or call the main office.
- **Emergency Medication-** If your student has a prescription, life-saving medication/device, ie: Epi pen, inhaler, insulin, etc., please email the office to schedule a brief meeting to discuss symptoms & explain medication/device instructions.
 - ▶ **Storage-** Our staff asks that any medical belongings be stored in a clear gallon size ziplock bag & kept in the front pocket of the student's KSMT bag/backpack.
 - ▶ **Label-** Please label the front of your student's ziplock bag with: name, age, preferred emergency contact(s).
 - ▶ **Accessibility-** Please send students with their medical belongings to every class, show, & event that they participate in at KSMT, & help the staff in reminding your student to put their KSMT bag/backpack in the separate designated area that is assigned by the staff member/volunteer in charge.

Weekly Course Materials (for ages 5+)

Please see the attached Course Materials List. Students are to keep all KSMT sheet music/handouts/homework etc. in their KSMT binder & bring it with them to each class.

Food

- Drinks: Only water will be permitted in the studios. Please use a spill resistant bottle.
- Snacks: peanut-free, mess-free
- Refrigerator & Microwave are not provided.
 - *Total Broadway classes get a 10 min bathroom/snack break. Please pack a snack & water bottle.

Dress Code

The standard dress code outlined below applies to all classes, musical rehearsals, dress rehearsals, venues, & picture days. Students/parents will be notified if modifications for a specific event are made.

Attention: Total Broadway students- Winter/Spring Showcase performance attire will be handed out at a later date.

Why are dress codes important to KSMT?

- They encourage the practice of maintaining a professional appearance, help with overall focus/energy, minimize distractions, & aid in maintaining a neutral social environment.
- Proper footwear ensures safer application & execution of correct techniques as well as preserves studio floors.
- They ensure that dance instructors will be able to properly see a student's physical alignment in order to give corrections.

*** NOTE: KSMT MUSICAL T-SHIRTS MAY BE WORN DURING MUSICAL REHEARSALS & NON-DANCE CLASSES ONLY***

ALL WARMUP LAYERS MUST BE SOLID BLACK

FITTED KSMT OR SOLID BLACK ZIP-UP JACKETS ARE SUGGESTED WARM LAYERS TO HAVE ON HAND.

TB TOTS

FEMALES: (No loose glitter please)

Attire: solid colored leotard with black/pink/white dance tights or leggings for independent bathroom transitions.

Shoes: pink ballet shoes

Hair tied securely back off face & neck

MALES:

Attire: fitted solid colored shirt with fitted black pants/shorts

Shoes: black Jazz "slip-ons"

Hair: long hair-tied securely back off face & neck

COMBO DANCE:

FEMALES:

Attire: solid black leotard with black dance tights or leggings with thin black/white/beige socks

Shoes: pink ballet slippers (laces tied & tucked) & black tap shoes with an elastic strap (no laces please)

Hair: slicked back with product & tied into a secure low neck pony tail

MALES:

Attire: solid black fitted shirt with solid black fitted dance/athletic pants

Shoes: white or black ballet slippers (laces tied & tucked) & black tap shoes (no laces/elastic laces preferred)

Hair: long hair-tied securely back off face & neck

TOTAL BROADWAY / *MOST ELECTIVE COURSES / PRIVATE LESSONS / MUSICAL REHEARSALS

*with the exception of Ballet, Male Dance Technique & the two classes already listed above

FEMALES:

Attire: solid black leotard & black *convertible* dance tights OR fitted black Jazz pants/Capri leggings.

Black/white/gray sports bra if applicable.

Shoes: black jazz "slip ons" with thin black/nude footies. Black soled jazz sneakers may be worn in Hip Hop.

**Tap students-see tap shoes specifics below*

Hair: slicked back with product & tied in a secure low neck pony tail

Permitted for Musical Rehearsals: A slicked back/tight French braid, or a low profile tight French twist.

Please avoid using hair "donuts" or any updo product that creates added bulk/volume

MALES:

Attire: solid black fitted top with fitted black Jazz/athletic pants.

A male dance belt or black compression shorts worn underneath is recommended.

Shoes: black jazz "slip ons" with thin black/nude footies. Black soled jazz sneakers may be worn in Hip Hop.

Hair: long hair-tied securely back off face & neck

TAP SHOES- Black or beige Jazz taps. Split sole "slip ons" are recommend.

Sr Tap 4 ladies should wear 2 inch *beige* tap heels.

Note to all levels: Shoes made with screws vs nails are recommended for use on home/studio/stage floors. Please check your hardware before each use.

BALLET / MALE DANCE TECHNIQUE is continued on the next page

BALLET / MALE DANCE TECHNIQUE

FEMALES:

Attire: solid black leotard with black or soft pink convertible dance tights. No capris or leggings permitted.

Permitted layers: black dance shorts, black/soft pink short ballet skirt, black/white/gray sports bra.

Shoes: black or pink canvas ballet split-soles (laces tied & tucked). No socks please.

Hair: slicked back smooth/tight in a proper low profile ballet bun positioned at the crown or base of head, or a slicked back/tight French braid with a securely tucked tail, or a low profile tight French twist.

Please avoid using hair “donuts” or any updo product that creates added bulk/volume.

MALES:

Attire: solid black fitted athletic top with fitted Jazz/athletic pants rolled/secured above the knee.

A male dance belt or black compression shorts worn underneath is recommended.

Shoes: black canvas ballet split-soles (laces tied & tucked).

Hair: long hair-securely tied back off face, neck, eyes

Not permitted in class or rehearsals

- School or street clothing such as, but not limited to: jeans, jackets, hats, etc.
- Exposed torso, or upper thighs
- Street shoes including sneakers, flip-flops, sandals, heels, boots, etc
- Jewelry ie: necklaces, watches, drop earrings, body piercings
- Loose glitter
- Obtrusive displays of name brands, logos
- Baggy attire
- Heavy use of perfumes, colognes, body sprays etc

Student Absence Communication Protocols

At KSMT our pros view each student’s enrollment as an act of commitment to a goal-reaching partnership. Your professional teammates & mentors want to help you grow & succeed. That is possible when you are in class putting in quality time & work. Patterns have shown that students who maintain consistent weekly studies in their courses flourish & progress in class, on stage, & in life.

19/20 ATTENDANCE TO COURSE PROGRESS CORRELATION CHART

Number of Semester Absences (per course)	AREAS OF PROGRESS						
	SKILLS TECHNIQUES CONFIDENCE	PARTNERING GROUP-WORK PROJECTS	ACADEMIC & PRACTICAL EXPERIENCE	PHYSICAL, EMOTIONAL, MENTAL DEVELOPMENT	SHOWCASE REHEARSAL	COURSE CURRICULUM FULFILLMENT	POTENTIAL ADVANCEMENT OPPORTUNITIES
0-3 non-consecutive	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK
2 consecutive or 4 total	SIDE TRACKED	SIDE TRACKED	SIDE TRACKED	SIDE TRACKED	SIDE TRACKED	SIDE TRACKED	ON TRACK
3 consecutive or 6 total	OFF TRACK	OFF TRACK	OFF TRACK	OFF TRACK	OFF TRACK	OFF TRACK	OFF TRACK
4+ consecutive or 8 total	DERAILED	DERAILED	DERAILED	DERAILED	DERAILED	DERAILED	DERAILED

■ = ON TRACK
 ■ = SIDE TRACKED
 ■ = OFF TRACK
 ■ = DERAILED

- **SHORT TERM ABSENCES-** If a student has a planned or unplanned absence for a single week of a class due to sickness, family vacation, school trip, etc please email the main office. Absences are noted on the office’s student absence calendar to inform the necessary instructors. In your email be sure to specify the date and list each class(es) for which the student will be absent for.
- **LONG TERM ABSENCES-** A standardized form is now available for students/parents to communicate to the office any planned long-term absences or tardies and allow instructors to adjust their lesson plans accordingly. “Long-term” is classified as 3+ consecutive or non-consecutive absences/tardies per-course, per-month. Please email the main office to request Long-Term absence info and form(s). The standard attendance policy applies.

*Homework Buddy - Absent students over the age of 6 are expected to reach out to a responsible classmate to get an update on the class(es) they missed. That “homework buddy” should share pertinent information from the lesson, details about possible homework, and collect extra copies of any given handouts. This helps the absent student get caught up on what they missed and have a better chance of remaining “on track” with class & attendance. This also gives their instructor(s) a better opportunity to try and incorporate them into any missed choreography, scenes, exercises, etc. that the class might be continuing to work on during the following weeks.

KSMT Policies

Withdrawal / Refund

- Any family wishing to withdraw a student from class must officially un-enroll them by notifying the office, via email, before the 1st of the month. Withdrawals will no longer be accepted after March 31. Refunds will not be given for past classes, or the current month regardless of attendance. Costumes, DVDs, Photo packages & KSMT swag are non-refundable.
- There is a \$150 Musical withdrawal fee for families withdrawing after the main audition date, to cover specific production related costs.

General Make-Up

- There are no refunds or credits given for missed classes.
- Students may request a group make-up class with the Academy Administrator via email.
- Approval of make-up classes by the KSMT administration is based on space, age, curriculum & level.
- All make-ups expire after 30 days of the class missed, & are no longer valid after the date of KSMT's Spring Showcase.
- To stay on track with their plans & schedule, instructors may make necessary adjustments or changes to the incorporation of an absent student in regards to choreography or scenes that are being taught or staged during their absence. Instructors will try their best to work absent students in within reason if time & logistics permit, but it cannot be guaranteed.

Private Lesson Make-up

- Private lessons cannot be rescheduled.
- No refunds or credits will be given for missed private lessons.
- If a private lesson is missed, students may request a make-up class in Total Broadway or Expansion classes.
- Approval by the KSMT administration is based on age, space, curriculum & level.
- All make-ups expire after 30 days of the class missed, & are no longer valid after the date of KSMT's Spring Showcase.
- Please read the Private Lesson Agreement for further policy details.

Cancellation

- In the rare event that a class is canceled by KSMT, students will be given an option to make-up the missed class at a different time, or in a different discipline.
- Class or event cancellations due to weather are rare & are announced via email & on KSMT's Facebook & Instagram pages. Please note: KSMT sits at the corner of four school districts & for this reason does not follow one particular weather cancellation schedule.
- Private lessons that are canceled by KSMT will be rescheduled or refunded.

Course Instructors

- Instructors may occasionally have subs & all instructors are subject to change.

Late Policy

- For physical safety: At instructors discretion, students arriving more than 10 minutes late to any class may be asked to learn via class observation for that day. This typically occurs if the student has missed the main warm up & the instructor feels it is not physically safe to join in late.
- Tardy students please enter class quietly & wait for an appropriate opportunity to approach your instructor & quietly ask for permission to join class.
- Due to time & lesson planning complexities, Tardy & absent students may be need to be removed from choreography or scenes staged during missed class time.
-

Drop Off / Pick-Up

- For safety & management reasons, all students under the age of 12 must be escorted by a parent/guardian while inside the Regional Learning Alliance building. This includes drop-off & pick-up times.
- All students must wait inside the KSMT lobby until a parent has arrived to pick them up after their classes.
- Students 12 & older must first receive a text when their ride is on the RLA premises before leaving the KSMT lobby. Please remember to inform a staff member when you are leaving so they are aware that your ride arrived.
- KSMT closes 15 minutes after the last class of each day. In the event that a parent is late & the RLA closes, the student & KSMT staff member will be waiting by the side door with the large architectural awning & playground.
- Families that are routinely late for pick-up will incur an automatic \$10 late pick-up fee.
- In the event that the parent or student's phone battery dies & you are otherwise unable to communicate with each other regarding pick-up, the parent/ride is to come inside & pick up their student in person from the KSMT lobby.

Continued on the next page

Payments

- All families must have an updated & working credit card on file to register and to participate in class.
- Automatic credit card payments are processed on the first of the month. To pay by cash or check, please submit payment prior to the first of the month.
- A \$25 late fee will automatically occur for payments that are three days past due.

Additional Policies

- If a student is not potty trained or is having bathroom issues, a parent or guardian must remain in the KSMT lobby during their class.
- KSMT is not responsible for lost or stolen personal items.
- Due to allergies & student partnering, we ask that students with pets please lint roll your attire before class/rehearsal.
- To prevent a widespread of germs, students are encouraged to wash or sanitize their h&s prior to class & after each snack/meal break.
- Please do not send your child to KSMT if they have: lice, vomiting, high fever, pink eye.
- KSMT aims to be a peanut free environment. No peanuts, or products containing peanut ingredients are permitted inside the Academy.
- Students are expected to clean up after themselves in the Academy & RLA Vending/Lounge area.
- Students are not permitted to hang on the ballet bars or touch any equipment such as stereos, keyboards, televisions without permission.
- Partnering, lifts, & tumbling is not allowed without the supervision of an instructor.
- Street shoes are not permitted inside the studios.
- Students are not permitted to change clothes or be changed inside the studios, hallways, or lobby areas.
- Students are not permitted to enter the studios without permission.
- KSMT has NO tolerance for cliques or bullying & expects all students to act in a professional, respectful manner towards each other at all times.
- To uphold a safe & focused learning environment for our students & staff, KSMT does not support disruptive or toxic behavior such as gossip or emotional outbursts from parents or students inside or around KSMT or the RLA. If there is a concern to be addressed please communicate with the Producing Artistic Director or Education Director in private during non-teaching hours so they may properly assist you in finding a solution to your concern.
- KSMT reserves the right to suspend a student from classes or performances if these policies & expectations are not upheld. This is under the sole discretion of the KSMT directors.

Regional Learning Alliance

Rules of Conduct

Keystone State Music Theater is honored to be a partner with and tenant of the Regional Learning Alliance (RLA). The RLA also provides a home base for several other educational organizations and hosts hundreds of guests throughout the year for professional conferences, special events, classes, and more. With teamwork and cooperation from our students and families through compliance with the rules below, we can continue to contribute to the RLA's professional learning atmosphere and call this beautiful building our home. Thank you for taking the time to familiarize yourself with the rules/policies of the space.

- Conduct in all areas of the RLA is to be similar to that of a library; please refrain from shouting or conversing loudly.
 - ▶ Be respectful of furniture, fixtures, artwork.
 - ▶ Students must refrain from stretching, running, practicing, playing music or sitting on the ground unless inside KSMT's studios/lobby.
 - ▶ Please keep feet & legs off of chairs & tables.
 - ▶ Students & parents are expected to clean up after themselves.
 - ▶ Please walk & use inside voices while in the hallway when entering or leaving the building.
 - ▶ Please keep the area in front of the main desk clear.
- Students under 12 must be accompanied by an adult at all times.
- Please refrain from using the second floor.
- If you are approached by RLA staff & asked to modify your behavior or move to a different area, students & parents/guardians must be respectful & comply with their requests.
- Students must wear cover-ups over dance attire & be wearing street shoes in all RLA areas. Socks, slippers or flip flops are not allowed.
 - ▶ Please do not change clothes in hallways or any public area.
 - ▶ If needed please change clothes inside the stalls of the RLA restrooms.
- When entering the RLA please go directly to the KSMT wing. When entering or exiting, please do not linger in the lobby to socialize or prepare for class.
 - ▶ Parents are allowed to quietly help their child prepare for class in the hallway outside of the academy. Please keep all doorway & traffic areas clear for fire hazard safety.
- Students & parents are not permitted on the elevator or the upper level of the RLA.
- Vending/Lounge/Main Lobby/Atrium- These areas are occasionally occupied & solely reserved for use by other tenants conventions or business groups. No KSMT students or parents are permitted to eat or drink from RLA catering tables, or drink machines aside from using the lounge area the vending area dispensers.
- No students under 12 are permitted in the vending areas unless accompanied by an adult. Please act in a professional manner when in these areas. We ask that students & parents do not gather in large groups, & maintain quiet levels of talking.
- All students wishing to find a quiet spot to study material or do schoolwork may do so with the presence of an adult or with individual permission (Teens only) from KSMT staff. The vending area & the outdoor seating area can be used for this purpose unless occupied by other RLA groups.
- Habitual disregard for these rules may result in expulsion from the Academy.

Sign & Return on
the First Day of
Class

Release Form 2019/2020

Student Name: _____ Parent/Guardian Name: _____

Release of Liability

The undersigned Keystone State Music Theater student (and his or her parents or guardian if the student is a minor) hereby unconditionally releases and forever discharges the Keystone State Music Theater (KSMT), and its officers, Board members, employees, and agents from any and all damages, cost liabilities, obligations and claims whether arising from negligence or otherwise and of other injury of any kind, which may be sustained during or by reason of enrollment for study at KSMT from this date through August 31, 2019.

Some of the activities engaged in at KSMT are physically strenuous and only students who are medically able to participate should do so. Regardless of the cause, the student (or parents or guardian) assumes full responsibility for all risks of accident and personal injury that may result from participation in Academy activities. The Academy assumes no responsibility or liability with respect to the student's injuries which are sustained as the result of deficiencies in the student's physical health.

The KSMT Staff reserves the right to dismiss or otherwise discipline any person whose behavior is not acceptable or endangers the safety of themselves or others. Unacceptable behavior includes verbal harassment, physical assault or sexual abuse, and the use or possession of alcohol. No refunds will be made in the event of such disciplinary action. Costs incurred by KSMT in a disciplinary action will be the responsibility of the participant, parent or guardian.

Parent/ Guardian
Initials

Student
Initials

Media Release

I understand that KSMT is a not-for-profit organization that promotes musical theater as an art form not only to its students, but also to the community at large. As such, articles, brochures, videos, websites and other media may be used either promotionally or educationally and may include images of KSMT's students or other participants in our programs. I hereby grant to KSMT and its partners a world-wide right to use my, or my daughter/son's image to be photographed, videotaped, other wise recorded, modified, reproduced, and displayed in such materials. These materials include, but are not limited to, photographs and videos of classes and performances, newsletters, school publications, KSMT's Internet webpage, and social media.

Parent/ Guardian
Initials

Student
Initials

Physical Adjustment Release

I give permission to all KSMT instructors to use physical adjustments to improve my/my child's technique & alignment.

Parent/ Guardian
Initials

Student
Initials

Handbook Release

The undersigned has read the "Release of Liability," "Media Release," "Physical Adjustment Release," "Student Handbook" and the KSMT & RLA policies, fully understands it and agrees to be legally bound by it and the rules of the KSMT.

Student Signature _____ Date _____

(for students 7&up)

Parent/Guardian Signature _____ Date _____

Keystone State Music Theater

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Calendar of Events



2019/2020

November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September	
7	Expansion Reopening Event at 11:00am
13	Jr Musical Audition Date
16	First Day of Class
20	Sr Musical Audition Date
October	
31	Halloween - Closed
November	
15	SR Musical Tech Rehearsal
16, 17	SR Musical Performances
26	Thanksgiving Break Begins
December	
3	Classes Resume
6	JR Musical Tech Rehearsal
7-8	JR Musical Performances
10-15	Parent Observation
22	Holiday Break Begins
January	
4	Classes Resume
17	Winter Showcase Rehearsal
18	Winter Showcase Performance
18	No Morning Classes
February	
TBD	JR Musical Auditions
March	
TBD	SR Musical Auditions
29	Artist Showcase Rehearsal & Performance
April	
7	Spring Break Begins
14	Classes Resume
24	JR Musical Tech Rehearsal
25-26	JR Musical Performances
May	
15	SR Musical Tech Rehearsal
16-17	SR Musical Performances
21	Last Day of Group Classes
22	Last Day of Private Lessons
22	Spring Showcase Rehearsal
23	Spring Showcase Performance



Weekly Course Materials 2019/2020

All Courses

Ages 5-6:

- ___ **1/2" 3-RING BINDER** for "KSMT CLASS" (labeled)
- ___ **DIVIDER FOLDERS**
divide binder by class name.
- ___ **BINDER DIVIDER FOLDERS** (for each class)
Please organized and label by class
- ___ **WATER BOTTLE** (labeled)
- ___ **TOTAL BROADWAY STUDENTS ONLY:** Peanut free snack for a 10 min snack break

Ages 7+:

- ___ **1" 3-RING BINDER** for "KSMT CLASS" (labeled)
- ___ **3-RING-BINDER PENCIL CASE**
- ___ **PENCILS**
- ___ **1 STANDARD SIZED 3 RING NOTEBOOK** (labeled)
- ___ **20+ SHEET PROTECTORS** glare free / lightweight
- ___ **1 or 2 POST-IT FILE TABS PACKET**
Please use tabs to divide binder by class name and for labeling sheet music.
- ___ **BINDER DIVIDER FOLDERS** (for each class)
Students are expected to keep their binder organized and clearly labeled by class.
- ___ **WATER BOTTLE** (labeled)
- ___ **TOTAL BROADWAY STUDENTS ONLY:** Peanut free snack for a 10 min snack break
- ___ **1 VOICE RECORDING DEVICE** (labeled & charged with memory space)
*NOTE: Recorders will only be used for students enrolled in the below courses/programs:
 - All Elective Classes - ages 7+
 - Total Broadway 10+
 - Total Broadway Teen Foundations
 - Total Broadway Pre-Conservatory
 - Total Broadway Conservatory
 - Private Lessons- Dance/Voice/Acting
 - Musical Rehearsals