



# Policies & Procedures

The Hi-Liners have developed several policies to help those people who work with us to understand how we conduct business.

INCLUDED IN THIS DOCUMENT:  
AUDITION AND CASTING POLICY  
UNEXCUSED ABSENCE POLICY  
NON-DISCRIMINATION POLICY  
TUITION POLICY  
TUITION REFUND POLICY

## Audition and Casting Policy

The director is empowered by the Board of Directors as follows:

- The Director is the final decision maker on who is cast in the show and the assignment of roles.
- The Director will conduct auditions as he/she sees fit and according to the needs of the Directing staff and of the show.
- The Director may recruit performers outside the normal audition process if the needs of the show and cast require such recruitment.
- The Board of Directors will not substitute its judgment for that of the Director in casting matters.

## Unexcused Absence Policy

Unexcused absences can result in recasting or reassignment of lines, features, and solos. Repeated unexcused absences or tardies can result in dismissal from the show with no refund.

## Non-Discrimination Policy

The Hi-Liners policies regarding non-discrimination, harassment, and freedom of expression

The Hi-Liners shall provide equal opportunity and treatment for all program participants in all aspects without regard to race, color, national origin, religion, ancestry, gender, sexual orientation, marital status, or non-program-related physical, or mental or physical disabilities.

### **Prohibition of Harassment, Intimidation, and Bullying**

The Hi-Liners are committed to a safe and civil environment for all program participants, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. “Harassment, intimidation, or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.030(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms another individual or damages another individual’s property; or
- Has the effect of substantially interfering with an individual’s participation in the program; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening environment; or
- Has the effect of substantially disrupting the orderly operation of the program.

# Hi-Liners Policies & Procedures, cont.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, ethnicity, illness, pregnancy, family, and marital status. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the program environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other policies or program rules. This policy is a component of the Hi-liner’s intent to create and maintain a safe, civil, respectful, and inclusive learning and performing community.

## **Sexual Harassment**

The Hi-Liners are committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The Hi-liner’s prohibits sexual harassment of students, employees and others involved in Hi-liner’s program’s and activities.

*Sexual harassment occurs when:*

- Submitting to the harasser’s sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- Submission to or rejection of sexual demands is a factor in an academic, work or other Hi-liner’s-related decision affecting an individual; or
- Unwelcome sexual or gender-directed conduct or communication interferes with an individual’s performance or creates an intimidating, hostile or offensive environment.
- Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

## **Freedom of Expression**

The free expression of opinion is an important part of a democratic society. Program participants may express oral, written or illustrative opinions so long as it does not substantially disrupt the operation of the program.

## Tuition Policy

The payment of tuition provides the students in the Hi-Liner programs with the professional instructors which are at the heart of our programs. While we certainly believe that participation is more important than payment, the program exists because everyone pays what they can afford to pay or obtains the assistance needed in a timely fashion. We are always pleased to offer payment plans to help a family or student budget for our tuition. A limited number of scholarships are available for needy students but the student and the parents must formally apply for this assistance.

# Hi-Liners Policies & Procedures, cont.

As a private non-profit organization the Hi-Liners do not have the staff or funds required to call or send out payment reminders. All tuition must be paid or payment and/or scholarship plans approved preferably at the parents meeting but not later than the beginning of the first session. Students who have not paid or made payment/assistance arrangements by the 5th session will not be allowed to participate until the tuition issues are satisfied. Students who have not satisfied the tuition requirements by the 10th session will be dropped from class or cast without further notice.

## Tuition Refund Policy

### **DownStage Center Classes/Camps:**

Refunds will be issued to any student withdrawing more than 7 days before the first class less the \$100 registration fee.

### **DownStage Center Shows:**

After casting, we provide a comprehensive Parent/Cast Member meeting to provide all relevant information for each production. If a cast member chooses to withdraw within the 2 days following this meeting, a refund will be awarded, minus the \$100 non-refundable registration fee. After 2 days, we will consider the actor committed to the cast and no refunds will be available.

### **MainStage Shows:**

After casting, we provide a comprehensive Parent/Cast Member meeting to provide all relevant information for each production. If a cast member chooses to withdraw within the 2 days following this meeting, a refund will be awarded, minus the \$100 non-refundable registration fee. After 2 days, we will consider the actor committed to the cast and no refunds will be available.

### **Cancellations:**

If a class does not fill or if something unforeseen occurs, we reserve the right to cancel a class. We will notify you as early as possible, and a full refund will be made.