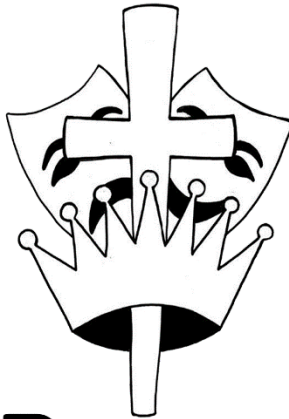


Crystal Sea



Drama Co.

Welcome to
Crystal Sea Drama Company!

Crystal Sea Drama Company strives to bring quality theatre education and performances to the San Antonio community. Our mission is to glorify God with the talents that He has given us. We are excited to have your family joining us!

This handbook includes all of our policies and guidelines you will need to know for classes, shows, and events. Handbook and policies are subject to change. Please go over these policies with your child(ren).

Please read this in its entirety and return the form stating that you have read and agree to the handbook policies.

We're so glad to have you with us! We look forward to a wonderful year of learning, fun, and friendship!

TABLE OF CONTENTS

Enrollment.....	Page 4-5
Fees.....	Page 6
Tuition.....	Page 7-8
Attendance.....	Page 8-10
Service Hours.....	Page 10-11
Code of Conduct.....	Page 11-15
Dress Code.....	Page 14-15
Disciplinary Actions.....	Page 16
Actors/Techs in a Show.....	Page 17- 23
Tickets to Shows.....	Page 19
General Info.....	Page 24 - 29
Parking.....	Page 26
Staff Directory.....	Page 29-31
Board of Directors.....	Page 31

ENROLLMENT

➤ All students are welcome regardless of religious beliefs; however, we are a Christian organization, and our instructors are committed to teaching from a biblical worldview on campus and at all CSDC events. We believe that the scriptures, both Old and New Testament, are the word of God and inerrant in the original writings and they are of supreme and final authority in faith and in practice. *All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work. 2 Tim. 3:16-17*

➤ CSDC also upholds the biblical definition of gender as one's biological sex at birth, created either male or female in the image of God. *So God created mankind in his own image, in the image of God he created them; male and female he created them. Gen. 1:27*

➤ We believe that Jesus Christ is God incarnate (both God and man). After his crucifixion, bodily resurrection, and ascension, He returned to heaven where He is the only Mediator between God and man. We believe that eternal life (salvation) is a free gift of grace for all who believe and is based on the finished work of Jesus Christ on the cross alone. *Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through me. John 14:6*

ENROLLMENT CONTINUED

➤ **Religious affiliation (or lack thereof) does not impact participation in CSDC shows, classes, and events. However, all individuals participating in said events, will adhere to the code of conduct presented in this handbook.**

➤ Crystal Sea Drama Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies and programs.

➤ Each family unit registering for CSDC must register individually, regardless of transportation arrangements. A family unit consists of the parents/guardians and any student(s) living in the same household.

➤ CSDC will make every effort to provide all classes as posted on the current schedule; however, occasionally minor changes may need to be made to the schedule and/or assigned teachers to accommodate unforeseen changes. Classes may be canceled due to low enrollment, teacher scheduling conflict, etc. In the event a class is canceled, refunds of tuition and supply fees will be made.

FEES

Registration Fees:

- Early Bird registration (before July 31st) is \$40 per student, with a family cap of \$150. The registration fee is per student, per school year and covers August 1- May 31.
- Registration from August 1st, on is \$60 per student, with a family cap of \$175.
- Registration fees are not prorated if you register after the school year has begun.

Supply Fees:

- Each class has a supply fee that is paid at the beginning of each semester. There are a few classes that only have 1 supply fee either in the fall or spring. Please check the class info document for that information.
- Supply fees are non-refundable. Supply fees are charged per semester, unless otherwise noted. You may be dropped from a class if the supply fees are not paid on time.

TUITION

Tuition:

- **Tuition invoices are sent out on the 1st of each month and are due by the 5th of each month. A 10% late fee will be charged after that day unless payment arrangements have been made.**
Personalized payment plans are available.
- Any unpaid balances must be paid in advance of new registration for additional classes. **Students may lose their chance to be in a performance due to non-payment.**
- **If you are behind in your payments, and a payment plan has not been established, your child will not be able to continue with classes or rehearsals until payment has been made, or a plan set up.**
- Tuition is refundable if a class is canceled or if the student is officially withdrawn before the first day of class. After the class has begun, payments made are non-refundable.

- If a class is dropped after the 1st of the month, tuition must still be paid for that month. Any remaining service hours for the semester must also be paid.

Discounts:

- One tuition discount may be applied: 5% off for Military/First responder, or 5% off for 3 or more students (within the same household).
- **Discounts are for class tuition only. There are no discounts for registration or supply fees, or special events.**

ATTENDANCE

- Please inform your instructor and/or the Artistic Executive Director if you will be late or absent from classes/rehearsals.
- **If your student is late or absent for 5 rehearsals, an understudy may take their place in one or more of the performances for a show. This is at the discretion of the director.**
- Students who have had a fever, diarrhea, vomiting, or other contagious conditions in the last 24 hours may NOT attend class.

Note: This also includes non-registered children and parents.

ATTENDANCE CONTINUED

- If a parent will be late or is not able to pick up their child within 15 minutes of the last class of the day, the parent must contact a CSDC staff member and notify them when they will arrive. **If the student is consistently picked up late, or CSDC is not notified that the parent will be late, a fee may be charged.**

Waiting areas:

- If students arrive before their class starts or are waiting for their next class, they should stay in the front or middle rooms until their class begins. While students are in the waiting areas, they may visit quietly with each other, play games, study, or listen/watch personal electronic devices with headphones. All media must be family friendly. **Please do not arrive more than 15 minutes early to classes, unless instructed to do so.**
- **Students not enrolled in classes may not come to CSDC to hang out with other students. The exceptions are younger**

siblings with parents, students helping with shows, workdays, or events, and students participating in special events.

REQUIRED SERVICE HOURS

- It takes a lot of work to run classes and shows at CSDC. Our staff is small and can't do everything. We need and appreciate your help!
- Each family is required to complete service hours each semester. The number of hours is determined by which classes your students are enrolled in. Service hours must be completed by the end of each semester and **must be done by an adult in the family.**
- Service opportunities will be sent out periodically, and we welcome ideas that you may have as well!
- Those who are unable to help out can opt to pay for service hours. Each hour is \$20. Any unfulfilled hours at the end of the semester will be billed at the \$20 per hour rate.

- There is a family cap of 15 hours per semester, regardless if your total per family exceeds the 15 hour cap.
- Service hours are to be logged in the Parent Log Book located in the office. The log book also contains the total number of hours your family must complete.

CODE OF CONDUCT

- Religious affiliation, or lack thereof, does **not** impact participation in CSDC classes, shows, or events, but all individuals participating in CSDC programs must adhere to the code of conduct outlined below which is based on Biblical values and truths.
- **We value the environment we have created and strive to foster. Anyone that does not agree with the stated expectations, or won't adhere to the behaviors outlined, will not be able to continue with the programs here at CSDC.**

CODE OF CONDUCT CONTINUED

- By following these expectations, we can honor and respect those around us, and as a result, glorify the Lord in the work that we do!
- Respectful and appropriate language will be used. No profanity, bullying, gossip, name calling, or insults are allowed. *Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Eph. 4:29*
- Respect for other students, teachers, staff, parents, their property, and the property of CSDC is expected. *Love each other with genuine affection, and take delight in honoring each other. Romans 12:10*
- Alcohol, tobacco, vaping, illegal drugs, and/or drug paraphernalia are not allowed on CSDC property or CSDC sponsored events.
- Harassment, intimidation, or abuse of any kind will not be tolerated and can result in immediate dismissal from Crystal Sea

CODE OF CONDUCT CONTINUED

- Drama Company. Harassment includes, but is not limited to: inappropriate or insulting remarks, gestures, jokes, innuendoes, or taunting about a person's gender, sexual identity, racial or ethnic background, color, place of birth, character, appearance, or ability.
- Pornographic material of any type or format is not permitted. *Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – If anything is excellent or praiseworthy – think about such things. Phil 4:8*
- Public displays of affection (PDA) are not allowed. This includes things like holding hands, kissing, sitting on laps, etc. This is true of students of the same or opposite sexes.
- Students should be in groups of 3 or more. Conduct of a sexual or romantic nature will not take place on the CSDC property, and any report of sexual misconduct between

CODE OF CONDUCT CONTINUED

any individuals on campus will be investigated by the staff immediately and will include a meeting with the students involved and their parents.

- Only service animals or animals that are part of a production may be in the building.
- Students may not bring weapons of any kind to CSDC or CSDC sponsored events. No guns, including BB guns, airsoft, or paintball, no knives, or incendiary devices. Multi-tools **are** allowed.

Dress Code:

- Students are expected to dress modestly and appropriately. Straps should be at least 3 finger widths wide; shorts, pants, and skirts should be mid-thigh length or longer; no cleavage showing; leggings/tight pants should be covered to mid-thigh; torn pants should have something under the holes if the holes are mid-thigh or higher; undergarments should not show; shorts should be worn under skirts and dresses. Clothing should allow the student to move

comfortably. **Closed toe shoes must be worn at all times while at CSDC. The exception to this are those with a medical reason to have other shoes, or a costume for a show.** Clothing should not exhibit inappropriate pictures or slogans and should not be excessively ripped or large. **Any sexually oriented slogans, pins, insignia, etc. are not permitted at CSDC.** Clothing with alcohol, tobacco, and drug logos or references are not allowed. Clothing bearing foul language is not permitted. Clothing that is found to be offensive in words or images will not be permitted. This is at the discretion of the staff. Students may be asked to change clothes, or may be sent home to change.

Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body. 1 Cor. 6:19-20

DISCIPLINARY ACTIONS

Train up a child in the way he should go, even when he is old, he will not depart from it. (Proverbs 22:6)

- The Conflict-Resolution committee will meet as needed, when disciplinary measures are needed, to help determine the next course of action. They will review all information submitted and discuss the disciplinary measures that are to be taken. Actions may include (in no particular order):
- Contacting parents
- Written statements from those involved in the incident
- Written statements from witnesses
- Interviewing the students and parents
- Interviewing witnesses
- Asking parents to shadow students during classes for a specified amount of time
- Dismissing student and/or family from any further classes/events at CSDC
- Police called/ Police presence on campus
- Lawsuits

EXPECTATIONS FOR ACTORS AND TECHS IN A SHOW

Rehearsal Schedule:

- Rehearsal schedules are sent via email, facebook, and rehearsal reports. You must notify the director if you will be late to a rehearsal (even just a few minutes).

- **The director must also be contacted, in writing (email or printed paper) about any rehearsal scheduling conflicts.** Conflicts must be sent before the rehearsal period begins. Should scheduling issues arise after the rehearsals have begun, the director should be notified at least 2 weeks in advance for approval.

- **Except for unusual circumstances, no conflicts will be approved during the last two weeks of rehearsals, or during performances.**

- Students may lose their role in the production if rehearsals are missed and the absence has not been approved.

Rehearsal/Performance Clothing and Costume Measurement:

- Students may be changing costumes backstage with other students. Tech students may also be asked to wear a costume. Adults and other students may be helping people get into costumes.
- Students will be measured for costumes. Be aware: Costuming well requires accuracy. Accuracy in measuring/fitting involves physical contact with the measuring tape, minimal contact from the measurer and physical touch to adjust fit.
- Performers will be in close proximity to the measurer during the measuring process, as the costumer works with the performer to obtain the most accurate measurements.
- To make this process go smoothly, please wear modesty garments (see below), and for those with long hair, pull it back and out of the way.
- Modesty garments are: non-see through, neutral/skin tone, full coverage garments such as bike shorts, camisole/tank top, or leotard, though the requirements may

change based on production and/or character needs. **Performers will be expected to supply and wear modesty garments: during the measuring process, during costume fittings, during dress rehearsals and performances, and under costumes to facilitate quick changes.**

- Students will change in the dressing room determined by their biological sex.
- Actors may be required to provide pieces of their own costume. For example: tights, socks, shoes, etc.
- Tech students are required to wear black pants, black shoes, and a CSDC TECH shirt. The shirt must be purchased in the office for \$20. The pants must be free from stains, rips, holes, and wrinkles.
- **No eating or drinking while costume, with the exception of water.**

Measuring & Fitting Process Guidelines:

- Performers must wear close-fitting (aka modesty) garments such as a camisole/tank, and bike shorts/leggings.

Rehearsal/Performance Clothing and Costume Measurement Continued:

- Measurements will not be spoken aloud unless in a private room with the measurement recorder, performer and measurer. Performer may request that measurements not be spoken aloud at any time. Measurements are protected information and are only shared with those who have a need to know.
- Performers/parents may request considerations for fittings such as: open/closed door, extra/fewer people in room (maintain a minimum of 3), a break, and/or specific costumer to make adjustments/measurements. Any concerns or requests should be brought to the Costume Department Head and/or Director immediately.

EXPECTATIONS FOR ACTORS AND TECHS IN A SHOW CONTINUED

- No students involved in the show (techs and actors) may get items from the snack bar after company meeting. The only exception is water.

Backstage:

- No food or drinks are permitted backstage, except water in a closed container.
- Anyone walking backstage should be mindful of props, sets, and other items that may be around.
- Students are to behave responsibly whether or not an adult is backstage. Adults will be available throughout the building, if there isn't one backstage.
- Props, costumes, and set pieces are not to be messed with unless instructed to do so.
- Prop weapons will only be used under the supervision of the director, stage manager, fight choreographer, and/or fight captain. Weapons will be placed in the weapons locker after each rehearsal and performance.

EXPECTATIONS FOR ACTORS AND TECHS IN A SHOW CONTINUED

- All show items should be handled with care. We understand accidents may occur and items can get broken or damaged. Deliberate destruction of props, sets, and costumes will lead to disciplinary actions.

Communication:

- **Email is the primary source of information.** Rehearsal schedules, items to bring, and any other notes will be sent in emails. The info can also be found on the private facebook pages. Rehearsal and performance reports will be sent after every rehearsal/performance. These must be read in their entirety each time, as they contain important information needed for the next rehearsal.
- Word of Mouth is our best advertising! We encourage everyone to share our facebook and Instagram posts, websites, show info, etc. It's much more fun to perform to a full house!

Tickets:

- **Our shows SELL OUT!** We strongly suggest families purchase tickets as soon as they become available for a show. **Families are NOT automatically guaranteed seats. Tickets may be purchased online or in the office.** Seats may not be available the day of performance.

Scripts:

- Scripts are handed out in the beginning of rehearsals. **Students must have their scripts, a PENCIL with eraser, and a highlighter with them at EVERY rehearsal. If a student loses their script, they are responsible for purchasing a new one. The cost of scripts varies from \$5-\$25 each.** This includes Tech students who are given scripts.
- Each director sets a specific date to be fully memorized for a show. Students must pay attention to the memorization schedule, and be “Off Book” (completely memorized) by the specified date. Failure to do so may result in an understudy taking a student’s place in a performance. This is at the director’s discretion.

GENERAL INFO

- **Anyone planning to stay in the building for more than a few minutes, must sign in at the office. Please sign out when you leave. This is in the event of an emergency, so we can quickly see who is still in the building.**

Cleaning Jobs:

- Students are expected to share the responsibility to help clean the facility at the end of class, rehearsal, camp, or a workshop. Jobs may include, but are not limited to: dusting, cleaning glass doors and windows, sweeping, vacuuming, taking out trash, cleaning bathrooms, etc. If your student is allergic to standard cleansers, please notify us on the medical release form.

Food and Drinks:

- Students are permitted to bring food and drinks, but **NO NUTS OR NUT PRODUCTS** are allowed at CSDC. There are microwaves and a fridge available for student use. We encourage students to have

their own refillable water bottles during classes and rehearsals. No cups are available for student use.

- Eating is allowed in the front and middle waiting rooms. Food is only allowed in the auditorium with permission. No food or drinks are allowed in any other rooms.

Snack Bar:

- The snack bar is open to students during the day. Each item is \$1. Snack bar cards may be purchased in the office for \$10 or \$20 each. The \$10 card allows for 11 items to be purchased and the \$20 card allows for 22 items. The cards will be stored in the cash box at the snack bar. During performances, the snack bar price is \$2 per item.
- **Only authorized students may enter the snack bar area and may work the snack bar.**

Social Media:

- Positive posts on social media about CSDC are always encouraged and appreciated. Speaking negatively about CSDC, staff, or

students is not permitted and could result in dismissal from CSDC.

Film/Media:

- By attending CSDC classes, shows, or events you agree to be filmed and photographed. Videos and photos may be used in our social media, printed programs, website, and more for promotional use.

Student Drivers:

- Students may not leave during breaks/meal time without previous written permission from parents. Students who leave to get food must return before the class begins. Other students may only travel with student drivers with previous written permission from parents. **Students may NOT walk to nearby restaurants/coffee shops.**

Parking:

- **Parking is only permitted in the CSDC lot or along the street. Neighboring businesses WILL TOW your vehicle at all times of day or night, even if their business is closed for the day.**

WIFI:

- WIFI is available for student use. The Network is CSDC Students, the password is Showtime. All media viewed must be family friendly.

Tech Booth/Spot Booths:

- **Only authorized students may be in the booths, and only if you are supposed to be there. The booths are not hang out spots.**

Outdoors:

- Students may not be outdoors without an adult present or without being assigned a task by a teacher/staff member. Students may not hang out in the parking lot or in their vehicles.

Canceled Classes:

- Classes may be removed from the schedule due to low enrollment, teacher scheduling conflict, or other unforeseen issues. In the event the class is removed, all tuition and fees paid for that class will be refunded.
- If a singular class is canceled due to teacher illness, weather, plumbing issues, or other circumstances, the class will NOT be made

up at a later date. Tuition will not be prorated for the month, and no refunds will be issued.

- Cell phones and other devices must be put away during classes, rehearsals, and performances. The exceptions are tech students in managing positions such as backstage manager, stage manager, etc. Teachers may ask students to use their devices for research purposes, photos/videos of assignments, etc.
- We encourage parents/guardians to be involved with happenings at CSDC! There are many ways to volunteer. You may also wish to pop in for a rehearsal to see how things are going.
- **CSDC reserves the right to conduct searches for suspicion of illegal or unauthorized items, including (but not limited to): drugs, alcohol, pornographic material, and stolen items. Staff may search backpacks and bags, storage lockers and cubbies, and students' personal vehicles. Searches may be conducted without parental/student consent or engagement. However, the**

**parents will be notified after the search
has been conducted.**

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