

## Parent, Student, or Volunteer Pledge/Grievance Procedure

Specifically, the procedures to follow if you as a volunteer, parent, or your student have concerns about FOA policies or actions, are, in this order:

1. The student or cast member should speak to or meet with the person directly in authority about the matter, i.e. if the matter is regarding policies and procedures that happen during a show's production, speak to the person in authority who is in charge of that particular decision or event, or the person in authority *who was present* at the time of the incident. If the matter remains unresolved, or if the student or cast member has a reasonable concern that speaking to that person will not resolve the matter,
2. After a 24-hour reflective period, if still necessary, the parent should speak to or meet with the person directly in authority about the matter, i.e. as stated in number 1. Parents and/or students or cast members are expected to email the person in authority to set a meeting. Do not call or text the person in authority after 9 pm, and employees are instructed not to return texts or phone calls after that time. Meetings are to be at times and locations other than just before or during rehearsals, cast meetings, classes, or shows. If a parent approaches a director or member of the artistic crew or a teacher during a rehearsal, cast meeting, class or show, we have instructed those employees of the FOA to refuse to discuss any controversial matter, and to walk away from the parent. The recommended time for a parent and/or student or cast member to talk to a person in authority about a problem is a previously arranged meeting time possibly after a scheduled rehearsal or class.
3. After Step 1 and 2 have been attempted, the parent may speak to the Artistic Director and request a meeting with the FOA employee in question, the parent, and the Artistic Director. In certain situations, we may ask the student or cast member to attend the meeting, also. Meetings should be previously arranged by email. Meetings will be scheduled at times convenient for all concerned. The Artistic Director and/or the Production Director will not engage in discussions about casting.
4. *At no time should parents, students, or cast members who are taking part in FOA programming engage in public commentary (social media, public print, etc.) - either directly or indirectly, either explicit or implicit - that expresses negative opinions about people in authority or others involved at the FOA.* It is in such poor taste and inappropriate, that the offending members will be asked to leave the programming. This is a "first-offense", non-negotiable advisement. No one should participate in voluntary activities at the FOA who is also participating in public, negative, jargon about the FOA at the same time.
5. It is inappropriate for a cast member or student or parent to approach other cast members, students, or parents about a problem they are having with an FOA employee in authority, about objections to artistic, teaching, or administrative decisions. Asking a third party to take sides in an issue is unfair to the less-involved person and the FOA. Arts classes where advancing to higher learning-levels and theatre productions where a cast is chosen, by their very nature, create situations where everyone may not be happy all the time. For the psychological health of the casts, classes, and the FOA as a whole, grievances should be handled between the parties involved and, then, if absolutely necessary, the Artistic Director. At no time should an adult speak to a minor who is not their child about their adequacy for a role in which they have been cast, or give them any critique other than what is complimentary. This communication is reserved for the Director of the production only.
6. Parents and students sending/posting lewd, violent or unsavory content, whether that be on social media (Facebook, Twitter, YouTube, Snapchat, etc.) or via text message or phone call, will be asked to leave the program or event they are taking part in. This is a "first-offense", non-negotiable advisement.

If I act in a way that demonstrates that I am not in agreement with the above statements, I realize that I will be asked to resign my family's participation in the FOA programming in which we are participating.

Participant's Signature \_\_\_\_\_ Parent's Signature \_\_\_\_\_