

August 29, 2011

Dear Theatre Parents:

Open and clear communication is very important to me. Therefore, I would appreciate it if you would please read over this Theatre handbook, which includes a schedule of important events, class expectations, grading procedures, participation standards, and contracts that explain the rules and regulations of participating in after-school hours, Theatre events and productions.

As you can guess, there is a tremendous amount of work in such a program as this, especially if we are to maintain the high caliber of theatre with which we began. If you are willing to help in any manner, please consider marking the form at the end of this handbook accordingly. I don't promise that you will be called upon to sacrifice your time, because it even takes time to organize volunteers! Nonetheless, it is a comfort to know that we have a few extra hands available at times.

Please review this handbook with your son/daughter and complete the forms included throughout the packet. They include a Health form, PG movies form, Field trip permits and acknowledgement that you and your child are aware of the policies in this department. Although it is not necessary to print the entire handbook, the last few pages need to be filled out and signed. Please have your son/daughter return them to me immediately. Any student who has not returned a signed form will be ineligible for extra credit points, field trips, etc.

If you have any questions, comments, or concerns, please feel free to contact me directly at 799-6800, X4097. If I don't answer, please leave a message on my voice mail with you name, the student's name and a time and number where you can be reached. I will return your call within 24-48 hours. Another option is to e-mail me at school at: kmburrows@interact.ccsd.net. Email is usually responded to within 24 hours. You may also check the Theatre Website for updates at www.myteacherpages.com/webpages/kburrows.

I am currently away on maternity leave and will return October 24, 2011. Please direct any urgent questions or concerns to my immediate supervisor, Assistant Principal Paul Fagone at ext. 4207.

Thank you sincerely for your prompt attention to this handbook. Please return all signed documents and course fee with your student by September 8, 2011. I look forward to a wonderful school year!

Respectfully,

Kelly M. Burrows
Theatre Director

GRADING PROCEDURES

SPELLING AND GRAMMAR:

I insist upon a mastery of the fundamental elements of the English language in all formal written work. All pre-assigned papers are required to be typed using 12pt. font and double-spaced. Handwritten work is to be legible. Assignments that are not typed, when required, will have points deducted from them.

GROUP WORK:

Theatre takes a close look at human relationships and behavior. One of the by-products of this course is mastering the skills of interpersonal communication, cooperation, understanding, patience, tolerance, and acceptance. Group work and teamwork is an integral part of theatre arts. Students will often be assigned random partners to work with that they will not choose. Students will receive both objective and subjective grades, as well as group and individual grades.

PARTICIPATION POINTS:

Many assignments in theatre are graded solely based on participation during class time. Each student will lose points based on tardiness, absences, not volunteering in class, and lack of preparation.

LATE WORK:

All late work/performances will have a grade deduction in accordance with the CHS late work policy:

- If an assignment is one day late, the grade will be reduced by 25%
- If an assignment is two days late, the grade will be reduced by 50%
- If an assignment is three days late, the grade will be reduced by 75%
- If an assignment is four days late, the assignment will not be accepted.

In the case of absence the assignment is due immediately upon return if it was assigned previously. Semester Exam projects are due on their assigned date regardless of absence. PSO's must be turned in on time to www.turnitin.com and will not be graded until a hard copy is handed in.

MAKE-UP WORK:

Students have 3 days to make contact with the instructor for make up work. Students will be given the opportunity to make up for lost participation points on an individual basis. Opportunities may include volunteering to usher, working in the Shoppe, or attending outside performances, etc...

SUBJECTIVE GRADING:

Performances and projects are graded subjectively. Critique sheets will reflect a series of elements to be evaluated by a specific point system. Whenever possible, we will discuss the elements and point break down prior to a performance. All performances are test grades.

OBJECTIVE GRADING:

Tests and quizzes will be assigned a percentage as follows:

97-100% =A+	80-82% =B-	67-69% =D+
93-96% =A	77-79% =C+	63-66% =D
90-92% =A-	73-76% =C	60-62% =D-
87-89% =B+	70-72% =C-	1-59% =F
83-86% =B		0% =0

Students will be evaluated on quizzes, exams, performances, presentations, and projects. Quizzes are often unannounced and **cannot** be made up. Students are responsible for any work or information missed. It is recommended that each student find 1-2 other students in the same class to contact in case of an absence.

CITIZENSHIP: Students begin each quarter with perfect citizenship at 100 points.

<u>Points are deducted as follows:</u>	<u>Grades are as follows:</u>	<u>Codes:</u>
Unexcused Absence = -5	90 and above = A	O = Outstanding
Tardy = -5	80 – 89 = B	S = Satisfactory
Detention = -5	70 – 79 = C	N = Needs Improvement
Referral = -10 to 20	60 – 69 = D	U = Unsatisfactory
	Below 60 = F	

THEATRE WEBSITE/CLASSROOM BOARD

Students are responsible for checking the website for any missing paperwork, updates and announcements. The calendar online is kept up to date with future assignments. Students are responsible for keeping a planner of all due dates via the website and the classroom board.

www.myteacherpages.com/webpages/kburrows

THEATRE ETIQUETTE, POLICIES AND RULES

1. **Always be prepared.** Have with you at all times your CHS Agenda (Theatre Notebook, paper, writing utensils, scripts, handouts, highlighters, whiteout, etc.) Be ready to perform on the date assigned. Please turn in written work that has been completed with pride—neatness counts! Continual lack of preparation may result in the assignment of detentions to assist in focused, supervised preparation.
2. **Remain with the class at all times.** The restrooms located in the dressing rooms and lobby are **not for student use**. They are strictly for productions. No student is allowed to stray into the dressing rooms, backstage areas, lobby, shoppe, tech booth or theatre office etc., without permission.
3. **Help to keep the theatre clean.** Food and/or drink are strictly prohibited. Gum is a not allowed in the 400's area which includes the classroom and Theatre. Students who chew gum while performing will receive a 50% grade deduction on the first infraction, will receive a grade of "zero" on the second infraction. Students violating this rule will also receive disciplinary action.

Please do not bring valuables with you to class, as activities will often require students to leave their personal belongings unsupervised, and CHS is not responsible for lost or stolen items. Please be sure to take all of your belongings with you at the end of class. **Nothing may be stored in the dressing rooms at anytime! You must use your school locker.** This includes any props/costumes/furniture used in scenes, shoes, socks, articles of clothing, trash, iPods and materials for other classes.

In addition, please do not touch anything that doesn't belong to you without permission. Prior approval is necessary before using any CHS property. This includes the computers and radios! Also, please make sure that the room is in order at the end of the period, replacing any tables/chairs, music players depositing trash, etc. **Any items left may become the property of CHS Theatre Dept. and may be thrown away!**

4. **Do not use the theatre as a shortcut to other classes.** Please enter and leave the classroom through the door to Room 405, unless we have moved to the stage for the class period. Do not ask to be in the theatre area during any time other than your scheduled class time. Attend your regularly scheduled classes!
5. **Please follow the dress code as outlined in your student handbook.** Violation of the dress code will result in being sent to the Dean's office. Don't expect visible electronic devices (iPods, Cell Phones, Games, etc...) to be ignored. They, too, will be immediately confiscated and delivered to the dean's office.
6. **Fund-raising activities must NOT interfere with class.** Although fundraising is allowed between classes, sale items MUST BE out of sight during the class period, or I reserve the right to claim ownership! (This applies to the seller and the buyer alike!)
7. **Appropriate classroom conduct is a must in this program.** Sensitivity toward—and understanding of—other human beings are all part of this discipline. Inappropriate language, conversation, or actions will not be tolerated. Although this is a creative environment, it is necessary to maintain order; thus, traditional classroom protocol is practiced (raising hands before speaking, staying in seat during discussions, etc.).

8. **All material must be edited for appropriateness.** Any questionable cuttings must be approved prior to presentation. Students involved in any CHS theatre activity or class shall maintain conversation and behavior pursuant of CCSD Regulation #6130, Section II:
Profanity, inappropriate dress, or any action promoting the acceptability of alcohol, drugs, immoral conduct, or any language that might be interpreted as degrading shall be prohibited.
9. **ABSENCES:** (See “Grading Procedures”)
Find a buddy with whom you can trade phone numbers, since you are responsible for all work and information missed. If you know that you will be absent and your scene partner is depending on you, you should call 799-6800, ext. 4097, and leave a message. If you miss a performance, it is up to you to reschedule with the teacher. You may not make up pop quizzes, as they document attendance.
Previously assigned work is homework or class work that was assigned prior to an absence. Barring extreme circumstances, previously assigned work is due the day you return from your absence. YOU are responsible for turning the work in to the teacher without being asked for it. After any absence, you are required to initiate contact with the teacher to obtain appropriate makeup work within 3 school days immediately following the absence. Once the contact has been made, specific makeup work must be completed and returned to the teacher within a reasonable length of time, to be determined by the teacher. This makeup work must be returned to the teacher by the specified due date if it is to be acknowledged. You shall have at least three days to complete the work.
If you are absent on the day of a previously announced major quiz, performance or test, you must be prepared to take the missed test or quiz or perform immediately upon return. If the quiz/test cannot be made up during class time, you will be given 3 days to schedule a time to make up the exam.
In order to be eligible to participate in after-school productions, students must attend classes for at least 3 periods during the day (except in the instance of a school-approved activity absence). Students who miss more than 3 classes must seek administrative approval for participation.
10. **TARDIES:** (See “Grading Procedures”)
You will be marked tardy if you are not seated in your assigned seat when the tardy bell finishes ringing. NO EXCEPTIONS! Tardiness is often disruptive. You will be sent for a Tardy Lock-out Pass. Please enter quietly. If a performance is in progress, please stand quietly by the classroom door until the performance is finished.
11. **All criticism must be phrased positively.** The studies of drama and stagecraft and the discipline of acting are easier when we work together, building up one another, as opposed to insensitively destroying fellow classmates.
12. **We will follow the school-wide discipline policy in all areas.** Violation of any of the class rules may result in parent contact, detention, and/or dean’s referral. Please do not waste our valuable class time by ignoring school policies.
13. **Guest speakers and guest teachers will be treated with respect.** You are to treat any guests of the school and/or theatre as you would any administrator or teacher. You represent our class and school with your attitude and manner. Failure to do so will result in disciplinary action.
14. **Theatre Etiquette is to be followed during any performance.** Show respect and courtesy to your fellow classmates during class performances and school performances by paying attention and remaining quiet. Set a good example for others to follow.

MANDATORY ATTENDANCE/PARTICIPATION

CHS PRODUCTIONS:

All students enrolled in a theatre course are required to see all Theatre Department productions. Students are required to write a one page review (typed and double-spaced) for a grade. This paper will be due the Tuesday following the performance weekend. The dates of all performances are released well in advance of a production so it is the student's responsibility to arrange their schedule in order to see the show. Should a student be unable to afford a ticket to the show, arrangements need to be made at least **2 weeks prior** to attend a dress rehearsal or usher a performance.

PUBLIC PERFORMANCES

Students perform publicly 3 times throughout the year. This is a major part of their curriculum and the performances are mandatory. The performances occur during 2nd, 3rd, and 4th quarter and are a major portion of their quarter grades. The performances are Winter One-Acts, Broadway Memories, and Theatre Awards Night. The Winter One-Acts are rehearsed and performed during the school day. They require no outside of class time to rehearse. Broadway Memories is rehearsed in class. Two mandatory rehearsals will be held after school prior to the performance which is held in the evening. Theatre Awards Night is also rehearsed during class. One mandatory rehearsal will be held after school the day of the awards night. Students are responsible for their own costumes in all instances. If a date changes, every effort will be made to get the new date out with as much advance notice as possible. Please see the website calendar for dates.

WINTER ONE-ACTS:

On December 14, 2011 students will perform a one-act for all classes to attend. Students will begin rehearsing the short plays in class. This is a major test grade for second quarter and a large portion of their 1st semester grade. Attendance during the rehearsal process is imperative. Students must be present on the day of the performance. Students absent on the day of the performance will not be able to make up the points unless arrangements have been made one month in advance.

THEATRE AWARDS NIGHT:

During the month of May, there will be a Theatre Awards Night done in the evening. All students enrolled in theatre are required to participate and perform in that evening's event. This is a test grade for 4th quarter and a major portion of their overall 2nd semester grade. Students will be required to rehearse in class, attend one after school dress rehearsal, and perform in the actual show. The date is given out 8 months in advance so plans can be made for the student's attendance. The date is Wednesday, May 23, 2012.

BROADWAY MEMORIES:

The Theatre Department will host a Musical Review for Charity on Wednesday, March 21, 2012. Class numbers are performed and all Theater students are required to participate. Two after school rehearsals are mandatory (3/19-20).

NEVADA STATE THESPIAN CONFERENCES:

Advanced students (levels III/IV) are required to participate in several conferences/competitions throughout the year. Younger students are encouraged to participate. Should a trip to the International Thespian Festival be scheduled, students will need to participate in order to qualify for the trip.

DRAMA CLUB/THESPIANS

All students are encouraged participate in the Drama Club. Meetings will be announced.

AUDITIONS:

All Theatre III and Theatre IV students are required to audition for all Theatre Productions for a grade. It is part of their curriculum to be proficient in auditioning skills. *Participation is required.*

Auditions are subjective. No student will be pre-cast in a production whether they are in an advanced class or not. The Fall Play is cast by the Theatre Director. The Student Directed One-Acts are cast by Advanced Study Theatre IV students. Broadway Memories is cast by the Theatre Director and a guest. The Spring Musical is cast by the Theatre Director, Choir Director and Choreographer. Students who do not show up to audition on the pre-posted audition date will not be allowed to make up their audition and will forfeit the opportunity to participate in the production as a performer.

FIELD TRIPS

Students may have the opportunity to travel with the Theatre Department. Students must meet the prerequisites for each field trip. This may include grade level, GPA and performance ratings. Only students enrolled in a Theatre class or given special permission may travel with the Theatre Dept. At this time there are trips scheduled to Utah and Hollywood every other year. Field trips may be added throughout the course of the year, so stay tuned for further developments. All students are required to fill out a field trip/private car permit and medical form for Thespian Conferences at the beginning of the year to be retained on file. No student will be taken on a field trip without prior announcement.

TECHNICAL THEATRE DRESS:

All students serving as technicians for a production/concert must wear all black and a CHS Tech Crew T-shirt. Cost for the shirt is included in the tech fees.

Additional shirts can be purchased from the Theatre Department.

TECHNICAL THEATRE HOURS:

Students enrolled in the technical theatre class are required to work on all theatre productions. A rehearsal schedule will be given to them in advance in order to adjust their schedules. Saturday tech calls are not unusual and students should be prepared to work most Saturdays especially during the Fall Play and Spring Musical. These calls are in addition to their regularly required hours throughout the year.

PERFORMANCE/REHEARSAL CONFLICTS

In the case of a mandatory performance/rehearsal conflicting with another CHS activity, students will need to make arrangements with the director four weeks in advance. Every effort will be made to accommodate both activities. Students having to miss all or part of a mandatory performance or rehearsal will be given the opportunity to make up those missed points by completing research paper assignment. *Theatre Awards Night rehearsal cannot be missed nor made up.* The topic will be theatre related and will be assigned by the Instructor. The length of the paper will be determined by the amount of points the student will miss. Students who do not arrange for this in advance will not have the opportunity to make up the lost points. Turnitin.com will be utilized.

PLANNERS

Students must have a planner to use as a hall pass. Planners are \$5 and are purchased in English classes and at the school bank.

AUDITIONING FOR AND CASTING OF PRODUCTIONS

Auditioning for a show is the most difficult part of the casting process. Auditions are subjective. What one director may like, another may not. The ultimate goal in casting a show is providing the best overall cast for the show to be successful. Students can assure themselves a more successful audition by following the directions on the audition notice and being prepared. *For example if the show asks for a contemporary monologue for auditions, students should not perform a classical monologue.* Factors that may affect casting include a person's personality, demeanor, history, experience, social skills and seniority. Students must realize that past infractions can hurt their chances in the casting process as well as students with poor grades and poor attendance. Students who have shown a lack of dedication and responsibility must face the same realization. *For example if a student has dropped out or has been released from a past production it may affect the director's opinion of their reliability.* Students and parents must also realize the ability to work and blend as an ensemble is an extremely valuable consideration in the casting process. Students must understand that auditioning allows the director(s) to place students in the part that is most compatible to the rest of the ensemble and skill of the student.

When casting for any type of production, one must look at everything concerning the production such as the music (if applicable), character types, number of cast members possible, and genre. Casting is subjective and based on the overall vision of the directors. Their professional experience and training allow them to make decisions that may impact a student based on subjective material. Casting a show is much like baking a cake. One must have the proper ingredients that work together and blend. Casts must overall compliment the integrity of the show. *For example if we were to cast Jack and the Beanstalk, one would cast the Giant as being larger than Jack. It wouldn't make sense if the Giant was not.*

Students should be aware of the type of characters they can portray and what abilities they have. Every actor/actress cannot fit every part. Some will have the wrong look, voice, or height for example. Others may look too young or too old for a part. *For example a person who is extremely tall would not be cast a young child.* Some may not have the right singing voice. Some actors may not blend well into the rest of cast vocally. *For example a person with an Ethel Merman type, brash voice would not be cast in a legit singing role like Louisa from The Fantasticks.* The number of students auditioning for a production is also a factor in casting. *For example if 75 people audition for a show that only has a cast of 25, they only have a 1 in 3 chance of getting cast.* In this case several students may fit roles and directors must narrow down the cast by selecting those who best blend together vocally and visually, including the playwright's intent for the specific character's appearance. Many times directors must refer back to experience and seniority if two students are evenly matched. Many times the Director(s) will call students back to see them perform again and narrow parts down. If a student is not called back, it does not mean they are not being considered for a part. Many times females have more competition for roles as there are normally more females than males who audition. Overall the director(s) will cast what they feel will make the production the most successful.

***Students must re-apply for the Drama Club/Thespian cabinet. No student will automatically remain on the cabinet or on State Board each year.

Audience Etiquette

Because our culture has rapidly moved from the art of live performance into the television and film industry, certain behavioral standards have been lost. The longer I direct plays, the more I realize a desperate need to educate the public on “audience etiquette.”

Participating as an audience member in live theatre is a communal act in which the actors, technical crews, and audience share in the performance. Because it is a living art, the audience needs to respond differently than it might to film or TV. A noisy, insensitive audience can destroy the concentration of the performers and frustrate audience members who want to concentrate on the action. Students are required to see the Theatre productions so here are a few guidelines to help you to have a productive part in the audience:

- ***Dress for the occasion.*** Attending a live performance is often a special occasion. It costs money and takes special plans. Dress up to celebrate the event!
- ***Be prompt.*** Give yourself plenty of time to arrive at the theatre and be seated. If the performance has already started, most theatres (all Union theatres) will wait to seat you until intermission. We try to follow this policy, because in many productions, cast members are making an entrance from the aisles in the auditorium. An unsuspecting audience member who enters late poses a danger to himself and to our cast members. Also, you’ll want to give yourself time to review the program before the performance starts.
- ***Purchase tickets in advance.*** For many of our productions tickets are available online. Purchasing tickets in advance prevents you from having to wait in line and possibly being late going into the performance. www.showtix4u.com Certain productions will have reserved seating.
- ***Be considerate.*** If you have to pass in front of people in your row to get to your seat, politely and quietly excuse yourself, and proceed slowly with as little disturbance as possible.
- ***Respect property.*** Don’t spread out your hat, coats, umbrellas, or other personal belongings on the seats around you even if they are empty. All hats should be removed when entering the theatre. NEVER put your feet on the seat ahead of you . . . especially if it is occupied.
- ***Keep quiet.*** Coughing, whispering, or unwrapping gum or candy (WHICH IS PROHIBITED IN Coronado’s Theatre) will disturb other audience members and the actors. Turn off the beeper on your watch or pager and the ringer on your cell phone. Do not text message or play video games which are distracting to other audience members. Don’t comment on the performance; you’ll have plenty of time later to discuss the show. Make sure young children are looked after and not wondering out into the aisles or on the stairs where they could be hurt.
- ***Participate!*** Bring your active listening and imagination skills to the performance. Let your emotions respond to the message and environment of the theatre.
- ***Refrain from flash photography & videotaping!*** The sudden flash distracts not only the audience, but the actors as well. Although they are accustomed to the bright lights, certain flashes can prove to be disconcerting and even dangerous. In addition, many license agreements prohibit photographing or taping any part of the production.
- ***STAY!*** Stay and enjoy the entire play. Don’t leave once the play has begun, except in the case of an emergency.
- ***Appreciate.*** Applaud at the beginning of the production if the setting is especially pleasing, at the end of a solo performance, and at the end of an act. Give a standing ovation only to the truly extraordinary performances.
- ***Reward talent.*** Keep in mind that although we try to make our productions as professional as possible, we are still an amateur organization. However, if you want to recognize the contributions of a cast or production crew member, arrange to send flowers or a card backstage. Don’t go there yourself, and don’t present them onstage.
- ***Leave responsibly.*** Take all of your belongings with you, including programs. Don’t leave trash in your area. Also, please leave the facility in a timely manner. If you are providing transportation to a cast or crew member, make prior arrangements for a meeting place outside the building.
- ***Spread the word.*** If you have enjoyed a performance, share the good news with others. The recommendation of a friend or acquaintance can bring greater numbers of people to the theatre.

International Thespian Society

The International Thespian Society (ITS) is the only organization to honor secondary students for their outstanding work in Theatre. Thespian membership is granted for the performance of meritorious work in Theatre Arts which meets the Society's general guidelines. Specifically students become members by earning points for their work. Any student who has participated in at least two productions for a total of 100 hours of work is eligible for Thespian Society membership.

The following are general guidelines on the awarding of points:

- One point represents approximately 10 hours of excellent work.
- To attain Thespian Membership, a student must earn 10 points, 5 of which must be acquired at the school where he or she is to be inducted.
- Thespian membership will be awarded on a democratic basis to all students who qualify according to the requirements of the point system. No student will be elected into the Society. No student will be denied membership if they have accumulated the required points and has fulfilled all membership requirements.
- A student must participate in at least 2 full-length productions, or one full-length and two one-acts, or four one-acts. Participation should be in two of the listed categories, for example, acting and production.
- Students may earn up to 5 points toward membership through participation at the middle school level, in community, children's or professional theatre, or in other activities in the performing arts.

After Thespians have attained membership, further recognition for their outstanding work in theatre arts may be awarded in the form of honors, cords, and letters. Coronado students should keep their points updated throughout high school in order to be eligible. Students will be given a date approximately 2-3 weeks before Theatre Awards Night to have their points updated by. Students failing to do so will forfeit being eligible for cords and honors as they will not have been ordered. Students who are not members of ITS cannot receive cords and honors to wear at graduation. Cords and Letters will be available for purchase to students who qualify. The cost will be \$10 for cords and \$5 for Letters.

Being a member of ITS allows students to be eligible for certain scholarships and auditions. The cost to become a member is currently \$22. It includes membership, membership card, and a 1 year subscription to *Dramatics* magazine. Membership drive will begin in March in order to be prepared for inductions in May. It is the student's responsibility to inquire about eligibility and fill out their point sheet. Students who do not turn in their point sheets and membership fee on time will need to be inducted the following year.

Coronado High School is International Thespian Troupe 6477.

CLASS ASSIGNMENTS

Every theatre student is required to turn in the following paperwork throughout the year: Notebook, Character Analysis, Play Reviews, and PSO's.

Notebook Checks: The requirements for the Theatre Notebook are on the following page. Students are required bring their notebook to class daily. Notebooks are checked every 10 entries.

Character Analysis: 2 days prior to every class performance, students are required to turn in a character analysis based on the character they are portraying unless otherwise noted. Students should have read the play their character came from to determine the character's personality and background. Included are the forms for a Theatre I Character Analysis guideline and an Advanced (Theatre II, III, IV) Character Analysis guideline. These should be typed on a separate paper.

SSR (Sustained Silent Reading) All Theatre III students will be required to bring their current PSO plays to class and read in class. There will be periodic play checks in class.

Play Reviews: As stated earlier, all students are required to attend all CHS Theatre productions and write a play review. I have included the proper way to write a play review.

Plot Structure Outlines/PSO's: As part of their curriculum, students are required to explore different types of plays and authors. Each Theatre level has been assigned a certain amount of plays to be read each quarter. The list is found in this handbook. Students are required to read certain authors to fulfill different time periods, styles, and genres. Authors must be read in the order they are written. Students must not use Sparknotes.com. Students will use www.turnitin.com.

Performances: Students will perform in class several times throughout the year. All performances need to be memorized and from a published play. Performances are a mandatory part of class. Students should not use the internet to find performance pieces. They should also not use monologue/scene books with unpublished or original work. All musical theatre performances must have back tracks or karaoke tracks. Students may not sing over vocals.



NOTEBOOK REQUIREMENTS

Students are required to have their notebook daily!

Theatre I/Tech I

Students must maintain a spiral notebook (separate from other classes) for Theatre vocabulary. It must be separate to allow for leaving the notebook in class.

Students are required to write down:

1. the daily objective
2. vocabulary word and definition
3. 3 sentences that use the word

Each entry is worth a total of 10 points. Notebooks are checked every ten entries for a 100 point grade.

Theatre II/Tech II

Students must keep a three ring binder for Theatre with dividers.

Dividers should be for graded papers, copies of performances, handouts and daily journal.

Every day the student should write down the daily objective and a daily goal/observation for class.

There will be occasional vocabulary word and you should follow the above directions for Theatre/Tech I. The goal/observation must be no less than 3 sentences.

Each entry is worth a total of 10 points. Notebooks are checked every ten entries for a 100 point grade. An additional 50 points are given for dividers, organization and for keeping it current.

Theatre III/IV

Students must keep a three ring binder for Theatre with dividers.

Dividers:

1. Daily Journal
2. Graded Papers
3. Graded performances
4. Handouts/notes
5. Copies of previous performances (scenes, monologues, songs, etc...)
6. Current Resume

Daily journal should include daily objective, observations, goals or reflections for the day, and should be no less than 3 sentences. Each entry is worth a total of 10 points. Notebooks are checked every ten entries for a 100 point grade. An additional 100 points are given for dividers, organization and for keeping it current.

Tech Theatre III/IV

Students should begin to collect for a portfolio as well as maintaining a class notebook.

Students should have a three ring binder with dividers.

Dividers:

1. Daily journal
2. notes/handouts
3. graded papers and projects
4. Portfolio collection – photos, drawings, plots, etc...
5. Current Resume

Daily journal should include daily objective, observations, occasional vocabulary word, goals or reflections for the day. It should consist of no less than 3 sentences including objective.

Each entry is worth a total of 10 points. Notebooks are checked every ten entries for a 100 point grade. An additional 100 points are given for dividers, organization and for keeping it current. Notebooks are checked every 10 entries. Students are responsible for any missed entries due to absences.

***Students are responsible for picking up their notebooks at the end of class on the day they are graded. It is not the teacher's responsibility to keep track of the notebook once it has been graded and placed back on the table. Should the student lose their notebook, it is their responsibility to replace it.

SAMPLE EVALUATION SHEET

This is how a student is graded for most performances or design projects.

Performance

Name _____ Class Pd _____ Monologue _____

Slate (15)

Was the introduction complete? Confident? Eye Contact? Information?

Memorization (25)

Was the student memorized? Did they struggle or make up lines? Did it flow?

Projection/Articulation (25)

Could they be heard? Were they understood? Annunciation/Diction?

Performance (25)

Did they show levels in their character? Was it clear there were choices made?

Did they follow basic blocking? Were they open?

Length (10)

Did they fulfill the length requirement or did they go over/under?

Comments

Tech – Scenic Design

Name _____

Overall look (25)

How does the design look? Is it presentable and appealing? Is it to scale?

Colors (15)

How are the colors in conjunction with the time period and style?

Sight Lines (20)

Are sight lines clear? Will it work with the staging of the production?

Feasibility(25)

Can it be built? Is it a workable set?

Concept (15)

Is the concept clear? How did the student come up with the concept? Can they support it?

Comments

Theatre I Character Analysis

Student Name:

Class Pd.

Play Title:

Author:

Character Name:

Please keep this as your sample and type this on a separate sheet.
Answers should be detailed!

I Internal Aspects

- A. Background
- B. Mental Characteristics
- C. Spiritual Qualities
- D. Emotional Characteristics
- E. Basic Motivating Desire

- What does your character want?
- What is in your character's way:
- What is your character willing to do to get it?

II External Aspects

- A. Posture
- B. Movement & Gesture
 - Physical expression to enhance meaning
 - Rate/tempo
- C. Mannerisms
 - Subconscious habits and movements
- D. Voice & Speech
- E. Dress

Theatre II/III/IV Character Analysis

Student Name:
Play Title:
Character Name:

Class Pd:
Author:

Please keep this as your sample and type this on a separate sheet. Be detailed!

I. The Play

- A. What is the theme of the play? What is the author trying to say?**
- B. What is the function of the character I am going to portray?**
- C. What is that character's relationship to the other characters in the play?**

II Social Factors

- A. Class Status:**
- B. Occupation:**
- C. Education:**
- D. Home:**
- E. Religion/Spirituality:**
- F. Community**
- G. Race/Nationality/Ethnic Background**
- H. Political Preferences, Activities, Interests**

III External Aspects

- A. Posture**
- B. Movement & Gesture**
- C. Mannerisms**
- D. Voice & Speech**
- E. Dress**

IV Basic Motivating Desire

- **What does your character want?**
- **What is in your character's way:**
- **What is your character willing to do to get it?**

V Personal Factors

- A. Hobbies, Amusements, etc.**
- B. Sex Life, Morals, etc.**
- C. Ambitions**
- D. Attitude to Life**
- E. Mental Health**
- F. Personality**
- G. Talents & Creativity**

How to Write a Play Review



All students enrolled in a Theatre class must attend all Theatre productions and write a 1 page review. It must be typed with 12 pt font and double spaced.

Students with **2 or fewer missing or late assignments may turn in play reviews from other **Theatre** productions for up to 10 extra credit points each. Up to 3 per quarter.

1. Give the title, author, and type of play
2. Give the date of the production, place and name of the performing group
3. Include the program or ticket from the play

Essay Outline

- I. Theme of play (main subject matter or message of the play)
- II. Atmosphere (Tell how it was expressed. In the scenery? Lighting? Sound effects?)
Be detailed!
- III. Technical evaluations. (Did the setting, lighting, costuming, make-up, sound effects, etc... fit the play? Did they help communicate the play's message or detract from the play in some way?)
- IV. Acting Evaluation. (Were the actors convincing in their characters? Did all characters do their share, or did some detract by not doing as well as they should? What about their voices and movement? Did any of the actors underplay or overplay their parts? Were there any outstanding performances?) Be specific, give details!
- V. Direction Evaluation {Technical, Vocal, Acting, Choreography} (Did the stage stay comfortably balanced? Did all aspects of the production communicate the same idea or feeling, or were some things not harmonious? In your opinion did this production interpret the play (script) to your satisfaction? Do you think it was true to what you think the playwright had in mind when writing this play? Were any aspects of the play confusing?) Be specific, give details!
- VI. Personal Opinions. (Discuss any aspect of the play, but give reasons with specifics to justify or explain your opinions.)

Remember to keep this review positive. Explain your criticisms and give suggestions for improvement as well as noting positive moments in the production. Keep in mind cast/crew members may read these.

Please see the website for the current reading list!

All PSO's are to be typed on a separate paper!

NAME _____ CLASS _____ P.D. _____ PSO# _____

GENRE _____ ACTS _____ PAGES _____

PLAY TITLE _____ AUTHOR _____

I. EXPOSITION

A. SETTING

1. TIME: _____
2. PLACE: _____
3. MOOD: _____

B. CHARACTERS

1. PROTAGONIST: _____
2. ANTAGONIST: _____
3. CONFIDANTE: _____
4. DECIDING AGENT: _____

C. ANTECEDENT EVENTS: _____

II. CONFLICT: (MAN VS. MAN OR SOCIETY, MAN VS. NATURE, MAN VS. SELF)

III. CRISIS: (TURNING POINT – A DISCOVERY/DECISION IS MADE)

IV. CLIMAX: (POINT OF HIGHEST INTEREST)

V. RESOLUTION: _____

VI. Which character would you want to play? Why?

VII. What do you believe is the message the playwright is trying to convey? (WHY?)

VIII. Why did you choose this play?

VIII. What was your favorite moment in the play? Explain.

IX. What moment in the play do you not agree with? Why?

X. Would you recommend this play to someone else to read? Why?

ADVANCEMENT THROUGH THE PROGRAM

Advancement into Theatre II

This course is a continuation of Theatre I on a more advanced and technical level. Participation in school productions, theatre competitions, and workshops is encouraged. The prerequisites for advancement into Theatre II are: “C” or better in Theatre I or audition, and teacher recommendation.

Advancement into Theatre III

Theatre III is designed primarily for the serious theatre student who wants to continue to improve his/her performing abilities. Participation in school productions, district competitions, and workshops is required. The prerequisites for advancement into Theatre III are: “C” or better in Theatre II or audition, and teacher recommendation.

Advancement into Theatre IV

This course is for seniors with a high aptitude and desire for advanced training in acting techniques, acting theory, and directing. Students will be required to attend early bird or late bird one day each week; the day and time will be determined once the students are promoted. Students must participate in all Coronado High School productions, theatre festivals, and workshops. The prerequisites for advancement into Theatre IV are: “B” or better in Theatre III, audition, good attendance, interview, and teacher recommendation.

*Please note students with outstanding attendance problems will be unable to advance through the program.

Health Form, Private Car Permit, Field trip Permit, etc...

The Coronado Theatre Department and our Thespian Society are highly involved in Thespian Conferences, Festivals, and Competitions throughout the year. Students are also involved in recruitment for our program by traveling to other schools. In order to ensure that kids have all necessary paperwork for festivals and trips, we ask that you fill out field trip permits, private car permits and health forms now so preparation for such event is more efficient.

Students are asked to provide their own transportation to and from Thespian events, college auditions, after school rehearsals, and recruitment trips. We ask that you sign a private car permit for students to be able to drive themselves or be driven by parents. When filling out the purpose for the private car permit, please write for Thespian Events.

Medical forms are necessary for the safety of your child at these events in the rare case of injury or sickness as well as for anyone enrolled in a technical theatre class. We want to ensure your child's safety and be prepared for any circumstance.

Two Student Contracts have been included for Production participation. These apply to both class productions and after school productions. These should be filled out by both the parent and the student to ensure that everyone is aware of the expectations for any performance.

There is a \$20 course fee for all Theater Classes. In addition, if your child is enrolled in the Technical Theatre Class, there is a safety contract that must be signed and a \$30 course fee for materials and tech shirt for the year.

Thank you so much for your help in keeping things organized and more efficient for our department. I appreciate your support.

.....

You have been given several forms to sign so I have provided you with a small checklist to ensure that you have not missed anything.

CHECKLIST! Please make sure the following are all turned in!

- Health Form _____
- Private Car Permit _____
- Field Trip Permit _____
- Student Contracts(2) _____
- Movie Permit _____
- Course Fee _____
- Food/Beverage/Gum Policy _____
- Handbook Signature Page _____
- *Tech Safety Contract _____

STUDENT/PARENT CONTRACT

In an effort to ensure a successful production/conference experience, the Coronado High School Theatre Department needs your cooperation. Please read and sign the following to indicate you have read and understood the previous pages rules and regulations as well as this page and to ensure your level of commitment to this production/conference.

I am fully aware and agree to support the fact that if I, _____,
(Student name)
am attending a conference, cast in a role, or assigned to a crew for any of the upcoming productions (including class productions), I will be responsible for attending all rehearsals assigned as well as performances, with the exception of the dates indicated on my audition form, dates pre-approved by the director, or in cases of extreme emergency- at which the student will notify the director PRIOR to the scheduled activity. The office number is 799-6800x4097. It is then up to the director's discretion to consider an absence excused or unexcused. This means that any NEW activity, including employment, will come secondary to all scheduled rehearsals and performances. Excessive absences may lead to removal from the production. Under NO circumstances will I miss a technical or dress rehearsal, or a performance. Should I do so, I realize that may reflect upon future casting.

I also agree to arrange all of my own transportation. I am aware that the director will be leaving campus fifteen minutes after the conclusion of rehearsal and cannot be held responsible for students without transportation. Students should not carpool.

I also understand that this student may incur a costume rental fee of approximately \$30.00, which may be refunded after the conclusion of the production as long as the student returns all costume pieces intact or if the student is dismissed from the show or resigns from his part. Students will receive their deposit back once costumes have been cleared from rental agencies.

Signature of Student

Date

I, as the parent/guardian have read and agreed to support the terms of this contract.

Parent/Guardian Signature

Date

MEDICAL PERMISSION FORM

(Please print or type)

Name: _____ Date of Birth: ____/____/____ Home Phone: (____) _____
Last First MI

Address: _____ Sex: ____ SSN: ____ - ____ - ____
Number & Street City State ZIP

EMERGENCY INFORMATION

Parents' Name(s): _____ Work Phone: (____) _____ or (____) _____

Emergency Contact (if parents cannot be reached): _____ Phone Number: (____) _____

Physician's Name: _____ Phone Number: (____) _____

Who is responsible for medical payments? Insurance Individual

IF INSURED, Medical Insurance Company Name: _____ Phone Number: (____) _____

Address: _____
Number & Street City State ZIP

Name of Insured: _____ SSN of Insured: ____ - ____ - ____

NOTE: Please attach a copy of the insurance card and driver's license of the primary insured person.

BRIEF MEDICAL HISTORY

Special Health Concerns (allergies, etc.): _____

Allergic to any medications? Yes No If yes, please list: _____

Current Medications: _____ Dosage per day: _____

NOTE: If you are taking medication regularly, please bring a supply in a labeled container.

Asthma:	<input type="checkbox"/> yes <input type="checkbox"/> no	Medication: _____
Diabetes:	<input type="checkbox"/> yes <input type="checkbox"/> no	Medication: _____
Epilepsy:	<input type="checkbox"/> yes <input type="checkbox"/> no	Medication: _____
Heart:	<input type="checkbox"/> yes <input type="checkbox"/> no	Medication: _____

Should activity be restricted? yes no If yes, please explain: _____

Are there any prescription or non-prescription drugs that should NOT be administered? _____

The trip advisor(s) may provide my child with: Tylenol Advil Either Neither

I, the parent or legal guardian of _____ (my child), authorize and direct the Clark County School District to obtain medical care for my child in the event such care is reasonably necessary. I understand that, if possible, I will be contacted in the event my child requires medical attention. I grant to a licensed health care provider or accredited hospital permission to perform any reasonably necessary medical and/or surgical procedures that are essential for the treatment of my child and agree to be responsible for payment for such care. I release CCSD, its employees, and agents from any damages, liability, or loss resulting from the exercise of discretion in securing in good faith medical care for my child.

Parent or Guardian Signature: _____ Date: _____

PARTICIPATION IN PRODUCTIONS/WORKSHOPS/CONFERENCES

Various productions, conferences and workshops will be available for all CHS students throughout the year. Because success in theatre demands self-discipline and an educated mind, and because any student who participates in any event represents the CHS Performing Arts Dept, the following criteria must be satisfied in order to be involved and to remain involved in a CHS production or Nevada State Thespian Conference. Please initial each of the following rules that you have read and understood it.

1. _____ Each student must adhere to the attendance policy mandated in the student-parent-teacher contract, which must be signed prior to the acceptance of a position. Attendance at rehearsal is mandatory and imperative. No cast member may miss more than one unexcused rehearsal (this includes arriving late/leaving early) or two excused absences. The director will make every effort to accommodate other school related activities as much as possible. Students who are not present for at least 3 class periods may not participate in a rehearsal/performance unless they obtain approval from an administrator. It is the student's responsibility to do so.
2. _____ Each student must have at least a 2.0 GPA, as well as a passing grade in every class for the current grading period. This will be verified by In-Touch and periodic printouts and contact with each instructor.
3. _____ Each student must show leadership by displaying admirable behavior qualities – building rather than destroying cooperation and productivity. If a student's name appears on the daily addendum under any category other than "Passport," (s)he may be dismissed from the play/workshop.
4. _____ Each student must strive for a sound mind and body. Therefore, the illegal use of substances, calls for immediate dismissal from the play/workshop and a Dean's Referral.
5. _____ For those advanced students who are required to participate, these rules still apply. If you are dismissed for any reason or violate rules, your grade will be adjusted accordingly. This is also for any student who quits.
6. _____ Food/drink/GUM are strictly prohibited in the Theatre/Theatre Areas. This will not only aid in keeping the facility clean, but will alleviate distractions.
7. _____ Transportation to and from rehearsals/conferences is the responsibility of the student. Arrangements must be made prior to the day. Failure to plan on your part does not constitute an emergency on someone else's part. A suggestion would be to offer gas money to fellow students/parents who live in your area in exchange for rides.
8. _____ Your behavior in class reflects future behavior in a production, therefore students should adhere to all above the above rules at all times so as to set a good example for others and present a trustworthy, hardworking image to be admired.
9. _____ Students are responsible for scripts/vocal books. Students returning the scripts/books damaged or failing to return books will be charged for them.

MOVIE PERMISSION SLIP



This year in Theatre we will be studying many styles of Theatre, Performance, Film Styles and Genres. To help express these different styles, I would like to show videos and DVD's of various musicals, movies and plays. I am requesting your permission to allow me to show materials with No rating, G, and PG ratings to your student. I really feel that this will help accurately display the importance of these different styles and help your child appreciate all styles of musical performance and film genres. Please sign this form and return it with your child. If you opt to not allow your child to view these videos, I will give them an alternative assignment in the library on those days.

Thank you,

Kelly Burrows

Student Name _____

I give my permission for my child to view PG material in Theatre

Signature _____ Date _____

I **do not** give my child permission to view PG material in Theatre

Signature _____ Date _____



CORONADO HIGH SCHOOL



PRIVATE CAR TRIP PERMIT

I give permission for my son/daughter, _____ (NAME)

to travel to _____ (LOCATION) on the following date(s): _____

for the purpose of _____

I understand that he/she will be traveling in a private car and will be chaperoned by a Clark County School District employee while at the location listed above.

I further agree to hold the Clark County School District, its employees and agents, harmless of any injury or sickness directly caused by the negligence of persons other than employees or agents of the Clark County School District when such injury or sickness occurs during the aforementioned trip.

(DATE)

(SIGNATURE OF PARENT OR GUARDIAN)

CLARK COUNTY SCHOOL DISTRICT FIELD TRIP PERMIT

Last Name of Pupil _____ First Name _____

I request that my child be allowed to participate in an authorized Clark County School District Field Trip. I understand that my child will be chaperoned by a responsible adult while away from the school, who will take reasonable precautions to protect my child from harm and injury.

I understand that this is a supervised activity. In order to maintain order, students will be expected to comply with rules, standards, and instructions for student behavior. I waive and release all claims against Clark County School District employees or their agents arising out of my child's failure to remain under such supervision. If at any time my child's behavior is incompatible with the standard for student behavior, his/her further participation may not be permitted.

In the event that my child is injured, becomes ill, or involved in an accident while away, I understand that the chaperon will seek medical attention for my child, and the school will contact me as soon as possible, and that I will be financially responsible for medical treatment. I further agree to hold the Clark County School District, its employees, and agents harmless for any injury or illness caused by the negligence of persons other than employees or agents of the Clark County School District when such injury or illness occurs during the trip.

Signature

Date

Home Phone: _____

Work Phone: _____

Emergency Phone and Name: _____

Please note any medical information which would be of help: (i.e., allergies, medications to avoid, current medications, etc.)

Amount Paid: \$ _____



**STUDENTS ARE NOT TO HAVE FOOD/CANDY OR BEVERAGES (OTHER THAN WATER) OR CHEW GUM IN CLASS OR IN THE THEATRE (ESPECIALLY ONSTAGE)!
This applies to rehearsals as well!**

STUDENTS HAVING THESE ITEMS HAVE A CHOICE BETWEEN AN AFTERSCHOOL OR LUNCH DETENTION. STUDENTS THAT ARE CAUGHT REPETITIVELY WILL BE REFERRED TO THE DEAN AND HAVE PARTICIPATION POINTS DEDUCTED.

THE SAME APPLIES FOR STUDENTS USING INAPPROPRIATE LANGUAGE OR GESTURES.



STUDENTS CHEWING ANYTHING DURING A ***PERFORMANCE*** WILL RECEIVE AN AUTOMATIC **50% DEDUCTION** OFF THEIR GRADE FOR THEIR 1st OFFENSE AND A **0%F** FOR EACH INCIDENT AFTER.

I have read and understood this policy.

Student Name/Signature

Date

Parent Name/Signature

Date

**TECHNICAL THEATRE COURSE EXPECTATIONS AND SAFETY CONTRACT
(In addition to the regular Theatre Course Handbook)**

- A. The use of both domestic/professional manual and power tools for the purposes of instruction and theatre set building by the participant includes, but is not limited to power drills, saws, hammers, nails, sewing machines and a hydraulic lift.
- B. The use of such domestic/professional chemicals for the purposes of instruction and theater set building by the participant includes, but is not limited to paint, glue, and paint thinner. The participant should make the instructor aware of any allergies that may be associated with such materials.
- C. The use of physical labor for the purposes of lifting and moving heavy objects by the participant includes but is not limited to flats, platforms, furniture, paint cans, lumber, tools, risers, concert shells stage weights and back drops.
- D. The operation of electronics for the purposes of instruction and performances by participants includes but is not limited to light board, spot lights, microphones, sound boards, fog machines, and portable sound equipment.
- E. Participants will be involved in activities involving the climbing of ladders and stairs as well as the use of catwalks.
- F. The use of safety equipment is mandatory for all participants and includes, but is not limited to goggles and gloves.
- G. Participants will be trained on the safety and use of all equipment used in this class. Students will adhere to all safety instructions and regulations.
- H. It is understood that if a student endangers him/herself, other students or the teacher by failing to follow instructions or safety regulations, the student will be placed on probation from participation in the class and immediately referred to the Dean's Office.
- I. All students are required to work on after school productions and Saturday Crew Calls. Hours are set according to class. Advanced techs are required to run all concerts and events in the theatre.
- J. All advanced techs are required to attend the NV State Thespians Tech Conference (Sept 22, 2007).
- K. Students are not to be in the tech booth without permission. This includes after school events as well as during class.
- L. There is no food or drink allowed in any area of the theatre or booth other than water. Students caught will deal with consequences and if needed a dean's referral.
- M. No flip-flops in the Theatre Shoppe or when building onstage. Being barefoot is FORBIDDEN! Students will lose participation points for the day.
- N. All advanced students are required to compete at the NV Thespians Regional and State Individual Events.
- O. All techs must wear a CHS technical crew shirt as their uniform for school productions, concerts and events that are being worked. (One shirt is included in course fees.) This is to help identify technicians for advisors and administration. Not being dressed for such events will be reflected upon their grades.

Student Name _____ Class Period _____

Yes, I have read and fully understand the Technical Theatre Course Expectations and Safety Contract and agree to abide by the stipulations set forth.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Course Fee Paid (\$30) Y _____ N _____

Please return to Mrs. Burrows with Theatre Handbook signed paperwork

Please sign the following and return it immediately to the Theatre instructor along with the performance contracts, health form, permits, and PG permission slip.

Student Name _____ Theatre Class Period _____

Yes I have thoroughly read and fully understand the Theatre Course Handbook.

Signature of Parent Date
Date

Signature of Student

Course Fee Theater \$20 _____

Tech Theater \$30 _____

Home Phone _____

Cell Phone _____

Work Phone _____

E-mail _____



I am interested in assisting the following areas:

- _____ Organize and arrange Guest Speakers, Field Trips, etc.
- _____ I can sew and help with making costumes!!!
- _____ Backstage assistant during productions.
- _____ I can help you build sets, paint, etc.
- _____ I can feed the cast/crew on Saturday rehearsals and extended rehearsals!
- _____ I have a truck and can transport lumber, tools, materials!
- _____ I know influential people who can give you MONEY, free tickets, donate raffle items, donate equipment, etc.
- _____ I can help publicize your show with magazines, newspapers, radios, TV.
- _____ I can help find vendors to take out advertisements in your play programs.
- _____ I can donate concessions for productions! (water, cookies, candy, etc...)
- _____ I can supervise the concession stand/box office during productions while Drama Club members work.
- _____ I can volunteer to chaperone Thespian events.