

# Benold Theatre

## Handbook

2019-2020



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## Benold Middle School Theatre Handbook

Welcome to the start of another chapter in Benold Middle School Theatre! This year will be filled to the brim with opportunities to be on stage, backstage, and in the general vicinity of all things theatrical.

The Benold Theatre Department's mission is to instill a lasting respect and knowledge of the craft of theatre in its many forms. With our productions, we seek not only to entertain but to challenge the audience with questions that affect their own lives. We recognize how fortunate we are to have an administration and community that realize the importance of cultivating theatre at the middle school level. The chance to produce theatre is a privilege, not a right. Cherish the opportunity and the great power that comes with this privilege.

This handbook contains information about grading policies, classroom rules and expectations, classroom materials, and more. Please retain it for reference until the end of the year.

We look forward to working with all of you (students and parents alike) as we experience what the art of theatre has to offer. If you have any questions regarding our program, don't hesitate to contact me.

Kera Wright

A handwritten signature in cursive script that reads "Kera Wright".

Natasha White

A handwritten signature in cursive script that reads "Natasha White".

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## Teacher Schedule

### **Mrs. Wright**

[wrightk1@georgetownisd.org](mailto:wrightk1@georgetownisd.org)

#### Schedule

1<sup>st</sup> Period – Theatre I

2<sup>nd</sup> Period – JV Theatre

3<sup>rd</sup> Period – Advisory

4<sup>th</sup> Period – Conference

5b Period – Theatre I

6<sup>th</sup> Period – Theatre I

7<sup>th</sup> Period – Varsity

8<sup>th</sup> Period – J.V. theatre

### **Mrs. White**

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#### Schedule

1<sup>st</sup> Period – Theatre I

2<sup>nd</sup> Period – JV Theatre

3<sup>rd</sup> Period – Advisory

4<sup>th</sup> Period – Conference

5b Period – Theatre I

6<sup>th</sup> Period – Theatre I

7<sup>th</sup> Period – Varsity

8<sup>th</sup> Period – J.V. theatre

## **Classes Offered**

**Theatre I – This class is for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders who have never taken theatre.**

This class is an introduction to dramatic performance. Students will explore all areas of theatre arts including basic stage movement, theatre jobs/vocabulary, voice, pantomime, improvisation, choral reading, script writing, performance, technical theatre, and readers theatre. Students will also be introduced to duet and monologue based performances. **There will be one required after school performance.**

**J.V. Theatre – This class is for all 7<sup>th</sup> graders and 8<sup>th</sup> graders who have taken at least one year of theatre.**

This intermediate class will require that students work in all areas of theatre arts including basic stage movement, voice, pantomime, improvisation, script writing, performance, theatre history, technical theatre, musical theatre, and readers theatre. Students will perform monologues, duet, and group acting scenes. This class will build on the skills learned in theatre I. **There will be two required after school performances.**

**Varsity Theatre – This is a select class is for any 7<sup>th</sup> or 8<sup>th</sup> graders who have taken theatre one and have auditioned and been accepted into the program.**

This is an advanced level class that is primarily production based. Students will be expected to work in a group on various types of performances including theatrical, improvisation, and film. Students will experience both onstage and backstage roles. **There will be 3 required after school performances as well as opportunities to assist with other after school performances.**

## **Class Supplies**

- 1" Binder
- 5 dividers
- loose leaf paper
- pen/pencil (EVERY DAY!)
- highlighter

Optional Whole Class Supplies (if you would like to donate for all students use)

- 1 hand sanitizer
- 1 pack pencils
- 1 pair safety scissors
- 1-2 Glue sticks
- 1 pack Kleenex
- Painters, Packing, or duct tape
- 1 hand held pencil sharpener

## **Classroom Expectations**

**Be on time.** And ready to work. We begin as soon as the bell rings. If you're just walking through the door as it rings and you still need to put things away/get things out, you're already behind.

**Be prepared.** Have a pencil and paper every day. Bring other materials/props with you to class (going back to your locker wastes time). Remember that materials/props do not require you or your parents to spend money. Borrow...reuse...recycle...get creative!

**Participate.** This is the place you can explore different sides of yourself with no fear of judgment because everyone else is doing the same thing(often the teacher is included in that)! It is never the directors intention to make you look like a fool or embarrass you. We look good when you look good. Keep an open mind. The best part of theatre is that there are often no right or wrong answers, just different interpretations.

**Be Kind.** This is a safe place. It all comes down to trust and respect. Always think about how your words and actions will be perceived by those around you. Keep an open mind. Students are to interact as professionals and personal issues/concerns are to be resolved outside of class time. Conflicts within class are to be brought to the teacher's attention for resolution, if needed.

**Work Collaboratively**--Class structure is group based and requires students to work with a variety of peers. There is no opt out option.

**Follow all routines and procedures regardless of who is teaching.** It doesn't matter if it's your teacher, a substitute, your classmates, etc.

**The teacher, not the bell, dismisses the class.** The teacher will respect your time and will not keep you beyond the bell without very good reason.

## **Off Limit Areas**

Students may enter the following places ONLY with express permission from their director:

\*Director's desk

\*Storage closets and cabinets, file cabinets

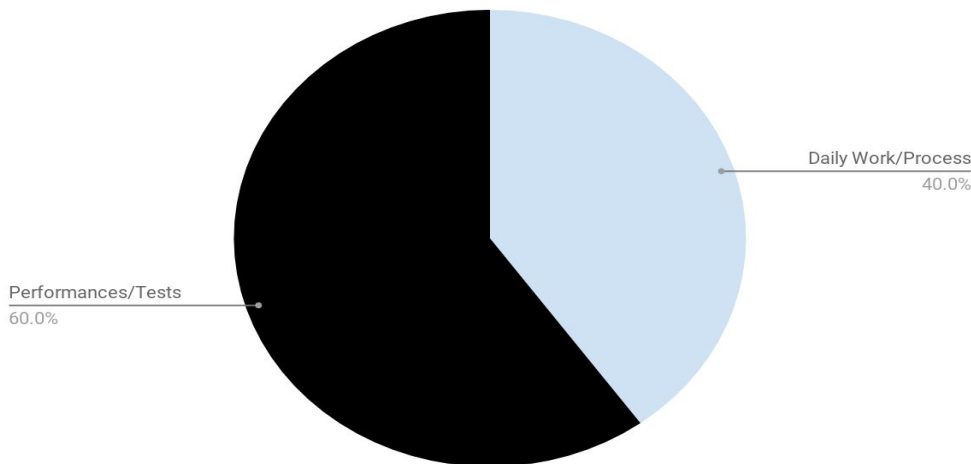
\*UIL Unit Set piece Storage

\*Any belongings/props that are not yours (this includes those belonging to the theatre) are also off limits

## **Grading**

For full information on the Benold grading policy, you can check the Benold website. It breaks down to 60% performances, quizzes, tests, major work, and 40% daily work and rehearsal.

Grade Percentages



Examples of daily work: Daily rehearsals, written work, self and peer critiques

Examples of major work: Scenes, projects, script writing, written quizzes/tests.

Students will often be assigned “group” grades. This is a direct reflection of how theatre works in the professional world. No matter how good one performer may be, it takes the entire cast and crew to keep a show open. To offset this, however, students will often be given a grade based on their individual work on a project/scene in addition to the group grade.

**For any classroom procedures not explicitly outlined in this handbook, we will follow the Benold handbook.**

## **Audience Etiquette**

Attending a live presentation or performance is an important part of learning about the arts. For many students, this may be their first experience in such a set a setting and they may not know what is expected of them in terms of audience etiquette. This page provides a set of basic etiquette guidelines designed to help prepare students for live performances both in and out of class.

- The success of a presentation or performance depends in part on the audience members...YOU!

- When you help create a supportive and focused atmosphere, you help create the best show experience possible for everyone involved (including yourself).
- One of the most basic elements of being a great audience member and one of the most important skills anyone can learn is listening.
- Remember, everything you do and say has an effect on a live performance. When you are watching a live presentation or performance, the people on stage can hear and see you.
- Please avoid activities that will distract from the presentation or performance. Help those on stage give the presentation or performance that you deserve by not talking, eating or drinking during the presentation.
- Please turn off all cell phones. It is rude to send text messages or talk on your cell phone during a performance.
- Disruptive audience members may be removed from the venue.
- If you enjoyed yourself, please feel free to applaud **at the end** of the presentation or performance to show your appreciation, unless otherwise requested by the artists. Only during a musical theatre performance or another type of performance where there are individual “numbers” should you applaud in the middle of a performance.
- If you see or hear something during the presentation that you especially like, let a member of the company know after the presentation or performance. Audience feedback helps us fine tune future performances.
- Keep in mind, each live presentation or performance is an entirely unique experience. What you are participating in will never occur the same way twice. That’s what makes live theatre so unique.
- Above all, enjoy yourself!

## **Extracurricular/Afterschool Activities**

There are numerous opportunities to explore Theatre outside of class time. Some will be outlined below but there are always new opportunities that arise as we go through the year. These will be announced in class and on the Theatre webpage.

*\*\*Please adhere to pick up times for all extra-curricular events. The directors cannot leave until all students have been picked up so please respect their time. If you are going to be more than 15 minutes late please call the director or your student to let them know. Repeated late pickups will be taken into consideration when casting future shows. This also applies to field trips, rehearsals, etc...\*\**

### **Theatre Showcases**

**Theatre I - April 23 & 24** 6:00 pm  
(rehearsals **April 23 and 24** 4:00- 5:30)  
**J.V. Theatre - December 5 & 6** 6:00 pm



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(rehearsal **December 5 & 6** 4:00-5:30)

Varsity Students are **required to attend at least one showcase** to assist as needed.

### **Musicals**

Musical tbd

Rehearsals After school on -

Rehearsal at EVHS Feb 21

2 Performances Feb22

### **Varsity**

#### **Fall:**

#### **OAP FESTIVAL**

Rehearsals:

November 1 - Tech camp 5-6:30 pm \*select students\* @EVHS

November 4th- 8th- Benold Stage 4:15-6:00

\*\*November 7 rehearsal @EVHS 4-8pm

#### **Performances:**

November 9<sup>th</sup> – East View Performing Arts Center –

Time: Load in 1:00 pm performance 2:00pm

\$5 Ticket Entry for Entire Festival

November 15<sup>h</sup> – Benold Stage – 6:00 pm

#### **Spring:**

#### **Spring Show**

Rehearsals:

March 23-25 - Benold Stage - 4:15- 6:00

Performances:

March 26– Benold Stage – 6:00pm

#### **Student Directed**

Rehearsals:

April 27-29- Benold Stage - 4:15- 5:15

Performances:

April 30<sup>th</sup> – Benold Stage – 6:00 pm

#### **Awards Banquet**

Open to all JV and Varsity students

May 22 - Benold Cafeteria - 6:00 pm

JTS Honor Society Texas Thespian convention in Garland TX Nov 21-24 \*\* More details to come

## **Field Trips**

**Multiple opportunities** both during and outside of school TBD. More information will be given out during the school year as requests are approved and plans are finalized

## **Website**

We have a Benold Theatre website! It is a place where we make announcements regarding auditions, shows, and general theatre news. We will also often make rehearsal announcements (changes and the like) on there so if you or your child are cast in a show it would be helpful to be on the page. This is also a great resource for finding information about the course, current assignments, and a calendar of performances.

<https://sites.google.com/georgetownisd.org/benoldtheatre>

## **Auditions**

Auditioning for every show is by no means mandatory but is strongly encouraged. We can't tell you the number of times a kid has gotten a part and then come to us to say, "I didn't think I had any chance!" You never know what kind of character we are looking for. Also, any chance to practice your auditioning skills should be taken advantage of.

## **Why did my child not get a part?**

There are many reasons why a child may not get a part. A short list can include behavior/attitude, availability, eligibility, requirements for the show (gender, age, voice, etc...) and ability. It rarely comes down to "talent". Sometimes it may be that the child has had several large roles already and we want to give as many kids as possible that "center stage" experience. The important thing for students and parents to know is this: Arrange a time to meet with the director at least 3 days after the cast list is posted and we would be happy to discuss with you what you did well and what you can improve for future auditions.

## **Eligibility**

The State of Texas has in place the Eligibility Law "No Pass/No Play." All students are required to have a passing grade of 70 for all subjects in order to participate in extracurricular activities. A single failing grade in any class on a report card will deny you the privilege of performing with the theatre group or attending any field trip. Eligibility may be regained if on the next progress report you are passing EVERY class. Your grades have a direct influence on every other student in the play. This problem can devastate all of our hard work, both individually and as a production team.

Here are a couple of hints in order to stay eligible:

**Do all of your homework and turn it in on time!** The incredible fact is the majority of failures happen simply because students do not complete/turn in their work. A single zero on any assignment can cause your overall grade to drop drastically.

**Do not be afraid to ask for help!** Check with your teachers to find out when tutorials sessions are available. Every teacher at Benold Middle School is willing to help any student willing to put forth the effort. Ask other cast/crew members. Often there will be someone in your class willing to help you during down time at rehearsals.

NOTE: All student grades are reviewed during casting and while a failing grade will not automatically bar you from this show or future shows. It is just another factor (albeit an important one) in casting.

## **Rehearsal/Performance Expectations**

- NO GUM, FOOD or DRINKS are allowed on the stage area. (Closed water bottles are accepted offstage. Please DO NOT place water bottles on the prop tables.)

- Store all belongings in the designated area(in the classroom and in the cafeteria). Be sure these belongings are not in areas designated for props and set pieces. Backpacks, binders and books should not be backstage.

- Costumes and Props are to be treated with respect at all times and placed in their designated areas (neatly hung on hangers, etc.) following all rehearsals and performances. Do not eat or drink anything but water while in costume without director's permission

-Follow directions the first time given. We must maintain theatre safety at all times and it helps us not waste time.

-Be on time for rehearsal/call. This means being ready to begin work at the right time, not walking through the door.

-Communicate absences/conflicts as soon as you know about them. The number of allowable absences will be communicated at the first rehearsal. Miss more than that and you may lose your spot in the show. There is no such thing as an "Excused" absence in rehearsals and this includes emergencies. We will work with you as much as possible, but rehearsals/performances can't be put on hold.

-No one may leave a rehearsal or performance until dismissed by the director.

-Respect all cast and crew members (space, time, feelings, opinions, etc.).

**\*\*\*Performance specifics:**

-No costumes/make-up in the “lobby” or audience—Students are to remain backstage during productions and intermission.

-Likewise, parents, friends, and anyone else not in the show may not go backstage before the show.

## **Parent Volunteers aka Drama Mamas and Papas**

Parent volunteers are always needed and welcome in the Benold Theatre Department. If you are interested in volunteering your time and/ or services, please contact either director. We can especially use carpentry/“building” skills and sewing/costuming skills. For more information on how to volunteer please visit our website! <https://sites.google.com/georgetownisd.org/benoldtheatre>

## **Theatre Wish List**

We always have parents asking what we need, so we are including a “Theatre Wish List” of items that we always seem to need in the world of theatre. Many of these are consumable items and disappear quickly. Please feel free to send any of these items at the beginning of the school year, or as you discover them throughout the year. Thank you in advance for your support!

- Kleenex
- Duct tape
- Masking tape
- Colored map pencils
- Markers (permanent and regular)
- Highlighters
- Construction paper
- Rulers
- Paint brushes (all sizes)
- Rollers & Paint trays
- Paint (preferably latex - interior or exterior)
- Sewing notions (thread/ elastic/ Velcro/ safety pins/ trim/ etc.)
- Fabric
- Shoes of all sorts
- Costumes/ clothing items (unique pieces/ prom dresses/ vintage, etc.)
- Props (telephones, lamps, unique items, etc)
- Furniture (We don’t have a whole lot of storage space so check with us before you just bring furniture, but we can use couches, coffee tables, end tables, benches, chairs, etc.)
- Powertools (In good working condition)

# 2019-2020 Theatre Handbook

## Acknowledgement

Please sign and return to your child's Theatre Arts teacher.

I have been provided a copy of the Benold Theatre Department Handbook. My student and I have discussed the handbook and understand the policies and guidelines stated therein.

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Parent Signature	Date
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Student Signature	Date
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Student Name Printed	Class Period
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## Benold MIDDLE SCHOOL FIELD TRIPS 2019-20

### RELEASE, PERMISSION AND CONDITIONS

STUDENT \_\_\_\_\_

GRADE \_\_\_\_\_

SPONSOR \_\_\_\_\_

EMERGENCY CONTACT  
(name and phone # ) \_\_\_\_\_

#### **CONDITIONS:**

This is a release for all theatre trips for the 2019-20 school year. Specifics for each trip will be sent home before each trip. It is the student's responsibility to obtain all assignments **prior** to the trip and for meeting all deadlines. Students who are ineligible under UIL regulations will not be permitted to attend.

***In addition, the administration has the authority to deny student participation in this trip at any time for reasons of attendance, tardies, grades or conduct.***

All students are to remain with the group at all times, and to conduct themselves in a manner that reflects the values and expectations of Benold Middle School.

#### **RELEASE:**

I hereby release and discharge the Georgetown ISD, its agents, employees, and officers from all claims, demands, actions, judgments, and executions which I may have or which my heirs, executors, administrators, or assigns may have or claim to have against the Georgetown ISD, its agents, employees, officers, parent-volunteers, successors in interest, or assigns for all personal injuries, known or unknown, and from all known or unknown injuries to property, real or personal, caused by or arising out of the above described educational trip.

I further hereby authorize a representative of the Georgetown ISD to consent to medical treatment of the above-named student in the event of an emergency on the trip. I, the undersigned, have read this Release and Consent to Medical Treatment and understand all its terms and conditions. I execute it voluntarily and with full knowledge of its significance.

#### **PERMISSION:**

List here any health concerns / medication:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Signatures indicate that this form was reviewed and agreed to. We recommend you make a copy of the details of this trip before returning the form. Please do not hesitate to call or email either director with questions.

## **Benold Theatre Permission to Publish Pictures and Names**

**19-20**

Dear Parent/Guardian,

Please consider granting the Benold Middle School Theatre Program permission to print your student's name and/or picture on Social Media Websites, Newspapers, and Event Programs. Any name or picture will be used in a positive light and for a positive purpose such as group or student achievement.

Note: All BMS Theatre Social Media is overseen by the directors of the program. Newspaper articles must be reviewed by the directors and GISD and administration. By signing below, I give permission for my student's name and/or picture to be used on social media websites, newspapers and event programs. Name of Organization: Benold Middle School Theatre

Student's Legal Name (please print): \_\_\_\_\_

Name as it will appear in media (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_