

Georgetown High School



**Theatre Arts Handbook 2019-
2020**

Welcome to Eagle Theatre!

Theatre Arts at Georgetown HS is open to all students at the introductory and advanced level. We study theatre history, acting skills, directing, film and there are several opportunities to perform onstage and gain backstage experience. Aside from class performances, students have the opportunity to audition for the Fall show and Musical. Students enrolled in the OAP/Production class will be competing in the One Act Play competition in the Spring. Take a moment to look through this handbook. This document is full of information about what the coming year will look like for all areas of the Theatre Arts Department (Theatre I, Theatre II-IV, OAP/Production and after school Theatre activities).

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GISD Mission Statement

Embracing a tradition of diverse educational experiences and extensive community partnerships, the Georgetown Independent School District mission is to empower and inspire all students to lead and serve in a global society by creating world class learners and engaged citizens through relevant experiences every day.

GISD Learner Profile

The Georgetown ISD learner...

- Communicates, collaborates, and applies critical thinking.
- Creates and innovates.
- Obtains knowledge through inquiry and exploration.
- Adapts and perseveres.
- Develops self-knowledge and personal responsibility.
- Builds and models respectful relationships.

GISD Theatre Arts Mission

To unlock each student's creative abilities while supporting and building their collaborative, empathetic natures through the application of theatrical knowledge.

Goals & Objectives

The Georgetown High School theatre student will:

- Develop an appreciation for the progression of theatre through history and how it reflects and influences the world.
- Experience a variety of theatrical disciplines including acting, directing, designing, and working on technical crews.
- Learn how to view a play critically and respectfully.
- Develop a strong work ethic, understanding that they are a part of a collaborative art form.
- Develop stronger vocal and physical techniques.
- Appreciate all forms of performance.

Communication

Communication among parents, students, and the theatre director is important to the success of the program and to help each student reach his/her potential. We encourage parents to be actively involved in the GHS Theatre Program.

- **Social Media:** We have three social media accounts, (Facebook, Twitter, and Instagram) under the name @The512Presents. All social media accounts are up to date with current announcements, pictures, and other information regarding GHS theatre. Please visit the accounts regularly to answer questions you may have throughout the year. Please note that we use Instagram and Twitter more frequently.
- **Email-** poehlsl@georgetownisd.org
- **Phone-** (512) 943-5100 x7034
- **Methods of Distribution** – Most communication regarding classroom events are done through electronic means via email, Skyward, and google classroom. Any forms needing to be signed and returned will be given to the students as well as uploaded to the google classroom. Remind will be used based on classes and performances to ensure that they are kept up to date with classroom information.

Fees

Classroom – All students are encouraged, but not required to buy a T-shirt that will be worn on field trips and performance days. Scholarship funds are available. If you are in need of financial assistance, please submit a scholarship application to Ms. Poehls by the day fees are due. Scholarship applications can be picked up from Ms. Poehls.

Fall Show – If cast in the Fall Show, students have the option to purchase a Fall Show t-shirt if available. If there is a show fee for the year it will be clearly stated on the audition packet and will be determined by the cost of the show.

UIL One Act Play – Students chosen for this class will be charged a participation fee (amount will be determined by the cost of the show) in the Spring to cover the cost of costumes, props, t-shirts and other supplies. Scholarship funds are available. If you are in need of financial assistance, please submit a scholarship application to Ms. Poehls by the day fees are due. Scholarship applications can be picked up from Ms. Poehls.

Musical Production – If cast in the Musical, students will be required to pay a participation fee to be determined by the needs of the chosen show. Information about these fees will be discussed at the parent meeting. Actors, students in the pit, and technicians may all be asked to pay different fees. The fee for musical covers a t-shirt and provided meals/snacks during our dress rehearsals. Scholarship funds are available. If you are in need of financial assistance, please submit a scholarship application to Ms. Poehls by the day fees are due. Scholarship applications can be picked up from Ms. Poehls.

Extras – There will be field trip opportunities throughout the year that are not mandatory. Students who participate in these field trips might incur an extra fee. These can be anything from workshops to show opportunities.

Deadlines for Fees: Students will be notified two weeks before fees are due.

Fundraising

- Student Fundraiser- Students who are members of ITS/Drama Club will be asked to participate in fundraisers throughout the year. Please check the website regularly for updates.
 - Students in classes may be asked to participate in fundraisers through the booster club. They provide scholarships and continue to help our department grow.
- Booster Club Fundraiser- There will be several fundraisers throughout year hosted by the Booster Club. Please check the website regularly for updates.

GISD Statement of Financial Policy

No student will be denied participation in the GHS Theatre program due to financial hardship.

Please speak to the director so that arrangements can be made for those in need of consideration.

Supplies

- Folder/Binder
- Pencils, Pens, Highlighters
- Access to Remind/Google Classroom
- Materials for Class Projects (materials to be determined by group)

Absences

Excused Absences:

- **Classroom:** Students who are excused during the school day must follow the GHS attendance procedures with the attendance office on campus. Students will be responsible for completing make-up work as necessary and will turn in all work due that day before leaving for the day. Ms. Poehls will not seek out the student to make sure they know what they are missing from other teachers. The student must be in contact with their teachers before being absent for a theatre function.
- **Fall Show and the Musical:** Students MUST let the director know of an impending absence at least a week in advance of the absence. The student must be prepared to explain to the director why an absence is necessary. In some cases, the director may need to speak to the parent in person. Doctor and dentist appointments should be scheduled outside of rehearsal time. The student is responsible for making up all work for the production. Extra rehearsal time will not be taken to catch up cast and crew members who were absent.

Unexcused Absences

- **Classroom:** Students MUST check in with the attendance office before coming back to the classroom and must follow any other GHS attendance procedures necessary in this situation. Students will be responsible for finding out what makeup work is necessary. Ms. Poehls will not seek out the student to make sure they know what they are missing. The student must ask Ms. Poehls for the work they missed.
- **Fall Show and the Musical:** If a student neglects to tell the director that they will not be able to come to a rehearsal, that student may be removed from the production. Students MUST ALWAYS tell the director one week in advance when they are going to miss a rehearsal! The director's phone number and email address are available on the GHS website. In the event of an emergency, the director must receive a phone call or an email from the parent.

PROCEDURES (A PLAN FOR ABSENCES)

- **Rehearsal:** When students are absent from a rehearsal, understudies will fill in or the director will read the lines from the audience.
- **Classroom:** When students are absent from a performance, another student will fill in and carry the script or note cards on the stage. Performances CANNOT be rescheduled due to student conflicts. The student who is absent will have to write a research paper (see details under Makeup Work Policy) over a topic assigned by Ms. Poehls. The paper will be due the day of the performance or one week later if absence is not known until the day of performance (i.e.: illness or family emergency).
- **OAP and the Musical:** A student who is absent from the one-act play competition or from the musical performance will have their part filled by an understudy.

ORGANIZATIONAL CONFLICTS

The director will do all she can to ensure that conflicts do not occur with major performances.

Much of this centers on the student's ability to inform the director of such conflicts far in advance. If such a conflict should arise (such as: a band concert, choir concert, athletic event, etc.), the student must decide which event to attend. Classroom performances are mandatory due to their effect on the student's grade.

ISS AND GAP

Students who are removed from class for ISS will be sent written work connected to the theatre arts curriculum to work on while in ISS. If a field trip is scheduled the week a student is placed in ISS the student will not be allowed to attend. Students in ISS will not be able to become members of the GHS Drama Club. If the student in ISS is already a member, their membership status will be reviewed. Once a student is removed from GHS and transferred to the GAP center, they may not participate in any GHS activities. This includes but is not limited to, plays, performances, projects, field trips, fundraisers, and any other theatre events that we host. Students in the GAP center will not be able to join the GHS Drama Club. If the person is already a GHS Drama Club member, their membership will be revoked.

***Please note that if a student is placed in ISS the week of a field trip they will be unable to attend the trip and no refunds will be given.**

Fall Show, OAP, and the Musical: Students who are in ISS or at GAP may not attend rehearsals while they are in ISS or at the GAP center. Students who are sent to GAP will be removed from

the play. Once their time in ISS is completed, students who are sent to ISS will have a meeting with the director to discuss their continuation in the play.

Student Conduct

Conduct and Expectations

- **Audience etiquette**

During a performance students are expected to:

1. Dress appropriately (school dress code)
2. Remain quiet
3. Refrain from use of cell phones or iPods
4. Pay attention

Following a performance students are expected to:

1. Applaud
2. Refrain from yelling or screaming
3. Avoid throwing anything up onto the stage
4. Be respectful

- **Social Contract:** During the first few weeks of class, each class will go over guidelines established by Ms. Poehls. Additional guidelines will be considered and discussed with individual classes.

- **Consequences:** If any member of the class breaks the social contract, he/she will be asked to correct his/her behavior and apologize to the class. If this becomes an ongoing issue, the teacher will schedule a meeting with the student and, if necessary, a call will be made to that student's parent/guardian.

Grading

Performances/Projects & Tests: 70%

Daily work, participation, etc.: 30%

Late Work Policy:

- Students have three class days to turn in assignments.
- Students will be deducted 10 points per day the assignment is late.

- Students have until 4:00pm the day an assignment is due to turn in their work for no point deduction.

Make-Up Work Policy

- Students have one day per absence to make-up missed work, unless otherwise state by Ms. Poehls.
- If students miss a performance they will be required to write a research paper over a topic assigned by Ms.Poehls. Papers will be due either the day of the performance for planned absences (please plan accordingly if you are not attending school that day) or 5 school days from the day of the performance if absence is unplanned (i.e.: illness or family emergency).

Eligibility

All GHS Theatre programs adhere to the eligibility rules and regulations as stated by TEA and GISD. Many theatre performances are extra-curricular and students in those performances must follow the eligibility rules laid out by TEA, UIL, and Georgetown ISD. Students participating in these activities are governed by eligibility requirements. A student shall be suspended from participation in all extra-curricular activities sponsored or sanctioned by the school district during the six-week period following a grade reporting period in which the student received a grade lower than seventy in any class. Loss of eligibility does not take effect until seven days after the end of the reporting period. Ineligible students are not suspended from practice or rehearsal of extra-curricular activities. The student is not suspended from participation during the period in which school is recessed for the summer or any other vacation time.

Students may regain eligibility under certain circumstances. If a student has been suspended as a result of failing, he/she may regain eligibility by passing ALL courses in the third week of the affected grading period. Reinstatement of eligibility would occur seven days after the three-week progress report period (see TEA/UIL Side by Side).

The eligibility law does not affect activities that are considered curricular components of any course. Examples of these activities are all rehearsals and performances that take place as a regular extension of classroom instruction. Any performance that is competitive in nature or for which admission is charged is deemed extra-curricular.

Ms. Poehls believes that school comes first so if a student is failing they may be removed from the production to focus on their school work. Students will not be reinstated in a production just because they regain eligibility. The student will be under review.

Rehearsal Guidelines

- Arrive on time and ready to begin working. Warmups begin at 4:20pm and rehearsal begins promptly at 4:30pm. Those not at warmups will be considered late.
- All cast and crew members must have scripts, note paper, and pencils. All blocking, technical notes, and acting notes **MUST** be written down.
- If a student loses or damages his/her script, he/she must replace it.
- There will be designated bathroom/ water breaks throughout rehearsal.
- Be respectful of your fellow actors/crew members. Disruptive behavior (talking, inability to focus, entering/exiting the room loudly, etc.) makes it difficult for the everyone to concentrate on the rehearsal.
- Everyone must clean up after themselves.
- Students must be picked up promptly at the end of rehearsal.

Performance Guidelines

- All cast members must arrive 2 hours before curtain. If the show is at 7pm, you must arrive no later than 5:00pm.
- Cast will begin a group warm-up led by a student leader at 5:00pm.
- After warm-ups, cast members must do their hair/make-up and get into costume (check all costumes pieces if you have costume changes)
- Before the house opens (audience enters), all actors must check their props and walk their blocking.
VERY IMPORTANT: IF YOU DO NOT HANDLE THE PROP ONSTAGE, YOU DO NOT TOUCH IT OFFSTAGE. EVER.
- There is no talking backstage. You may think you're talking quietly, but the audience can hear the whispering.
- No peeking at the show/audience while you are backstage. If you can see the audience, they can see you.
- Treat the costumes with respect. After curtain call, hang up your costume in its proper place. There is no eating/ drinking (with the exception of water) in costume.
- Check in with Ms. Poehls before leaving for the night.

- Students must be picked up promptly at the end of a performance.

Auditions

Fall Show

- Any student wishing to be in the Fall Show cast must go through an after-school audition.
- The audition day will be announced during school announcements, and fliers will be posted in the hallways.
- Auditions will either be a monologue style or a cold read style. If monologue style then students will do the following:
 - Students will sign up for the order in which they will audition. Auditions will last no longer than three minutes per person. The sign-up sheet will be posted on the wall outside the Theatre Arts room.
 - Auditions will consist of a one minute MEMORIZED monologues.
 - Students will fill out an audition form so that they may list their preferred roles, list any conflicts with the rehearsal schedule, and inform the directors of their phone number, address, and email addresses.
 - The cast list will be posted inside/outside the theatre classroom. This list may not be posted until the director has taken several days for extra consideration.

Musical

- Any student wishing to participate in the Musical must go through an after-school audition and/or video audition.
- Auditions will be announced during school announcements. Audition packets will be available in Ms. Poehls' room.
- Callback Auditions will consist of short readings from the script itself, and a short portion of a song from the musical.
- Students will fill out an audition form so that they may list their preferred roles, list any conflicts with the rehearsal schedule, and inform the directors of their phone numbers, addresses, and email addresses.
- The cast list will be posted outside the classroom and on social media.

Casting Guidelines

The following items are considered when making a final casting decision:

- Vocal Technique (strong, supported voice)
- Physical ease onstage
- Characterization/ Believability
- Work Ethic
- Classroom Behavior
- Academic Standing/ Eligibility
- Scheduling Conflicts

UIL Compliance

Schools will produce a play in accordance to the rules and regulations in the current One-Act Play Handbook and Section 1033 and Section 1034, with the following exceptions:

- All deadlines and schedules are to be determined by the district executive committee.
- Enrollment and title Entry Cards are not required for junior high schools and will not be available from the League office.

For more information on UIL guidelines and regulations go to the [UIL website](#).

Travel

Trips will only be made to attend an event that involves competition, performance, and a guest appearance of the organization requesting the trip, team building, or directly pertaining to theatre education. These trips are not recreational in purpose. The purpose of the trip will support the curriculum of the course. Students are responsible for all make-up work from missed instructional time.

Field Trips:

- **DRAMA CLUB/ITS:** Students will have opportunity to travel to see productions in the Greater Austin area . *THIS OPPORTUNITY WILL ALSO BE MADE AVAILABLE TO ALL STUDENTS AFTER DRAMA CLUB STUDENTS HAVE HAD A WEEK TO PURCHASE TICKETS.

Students will have the opportunity to travel to the Texas International Thespian convention in Dallas November 15-18. Ticket and travel costs must be covered by the

students.

- **Theatre I-IV:** There are no scheduled Field Trips at this time but this may change as opportunities arise.

Class Travel

- **OAP/Production:** Students will travel on several occasions in the Spring to participate in OAP clinics and competitions. Sites and dates are TBD.

Written Communication

Parents will receive a copy of the *Georgetown ISD Parent Permission and Information for Student Travel* form at least one month before the trip is to take place.

Chaperones

- The Theatre Department will have a minimum of one chaperone per 10-12 student participants.
- GISD requires that all volunteers and contracted staff complete and clear online background checks. Please go to the [criminal background page](#) (be sure to use the volunteer section and not the one for mentors) and complete this form prior to volunteering to chaperone.
- GISD does not pay chaperone expenses.
- Chaperones are expected to model the GISD behavior guidelines during school-sponsored trips, ensuring that the safety and well-being of all students is the top priority.

School Owned Property

Costumes

Guidelines for wearing any costume piece (owned or rented by GHS):

- Must remain in the classroom when not in use.
- No eating of any kind in costume.
- No drinking any drink except water in costume.
- No leaving the stage or classroom area in costume (especially no going outside in costume!)
- When used in an off-campus production, the actor is responsible for keeping all pieces together in a garment bag when not in use. Returning all pieces to Ms. Poehls or Wardrobe Supervisor within three days after the completion of the show.

Properties

Guidelines for property use:

- Each prop will have a designated space in the prop area. All props must be in their space when not in use.
- No person is to touch any prop other than the one they use in the show.
- Props are not toys and should NEVER be played with. A prop should only be used as directed in the play.
- Any non-accidental damage will incur a replacement fee.
- When used in an off-campus production, the Stage Manager is responsible for keeping all props in the prop bucket when not in use. It is the Actor's responsibility to return props to the Stage Manager when they are finished.

Lighting and Sound Equipment

Guidelines for lighting and sound equipment usage:

- No student will touch any lighting or sound equipment without first being trained by Ms. Poehls or Mr. Baker to use that particular piece of equipment.
- Equipment is stored in the stage closet when not in use.
- Equipment is used only for the purpose for which it was intended.
- Absolutely no horseplay of any kind is allowed near the equipment (including throwing athletic balls, running, wrestling, etc.).
- Any non-accidental damage will incur a replacement fee.

When using Light and Sound equipment in another facility, the above guidelines are strictly enforced as well as any other guidelines instructed by the facility being used.

Video Camera and Video Equipment

Guidelines for Video Camera and Equipment:

- All Video Equipment must remain on the GHS Campus
- No person is to touch the video equipment until Ms. Poehls has trained him/her on proper usage.
- All equipment will be checked in and out by Ms. Poehls.
- Equipment is used only for the purpose for which it was intended.
- Any loss or non-accidental damage will incur a replacement fee.

GISD and GHS have the right to enforce replacement of damaged or missing theatre properties.

Program Responsibilities

- **Daily maintenance / wear and tear** – Any accidental damage done to any costume/prop/equipment will be take care of by the Theatre Department. Daily wear and tear will be maintained by the Theatre Department.

Parent Support

We are constantly on the lookout for donated supplies that will help us maintain a high quality theatre department. The following supplies are in high demand: sewing notions, large pieces of fabric, hats, adult-sized Halloween costumes, prom dresses, magazines, clothes from other time periods, furniture, paint, etc. Please give us a call before you throw anything away that you think we might be able to use!

Program Awards/ Recognition

End of Year Drama Banquet: The booster club will host the end of the year drama banquet each year. Awards will be given at this banquet recognizing the outstanding work done by our students that school year.