

Ms. Vermeulen's (Ms. V.) Classroom Rules and Procedures

Technical Theatre I

Class Objective:

Technical Theatre I is designed to introduce students to the basic fundamentals of theater production. This hands-on program includes instruction in the overall design process, set design, lighting design, costume design, marketing design, audio engineering, script analysis, theater history and production management. This class is focused on building foundational skills in technical theater that will allow the student to move on to more advanced theater skills and problem solving skills that can be used in any life situation.

Daily procedures and grades:

- **Grades**
 - 50% daily/participation grades
 - Class work- the only way to learn in theatre is to be present.
 - Extra credit is built into your class work grade. Your daily grades will depend on your presence and full participation including reflections. Participation and reflections cannot be made up. If a day is missed, or you choose not to participate, your grade will be impacted accordingly:
 - Perfect attendance and participation during the week=105
 - 1 day missed or no participation= 100
 - 2 days missed or no participation= 80
 - 3 days missed or no participation= 60
 - 4 days missed or no participation= 40
 - 5 days missed or no participation= 0
 - Journals (5 min each)
 - Journals are due every Friday. If a journal is missed, you have until the following Tuesday to arrange a time to make up the journal and present it to me.
 - 50% Major grades
 - Tests/Quizzes/Major Projects
 - Missed tests, quizzes, and written projects must be made up within 3 days of the due date. Each late day will cost 10 points. You must arrange a time to make up these assignments.
 - Extra credit
 - Because extra credit is built into your daily grades, extra credit opportunities are limited to two opportunities to see a play per semester. You will need to bring me a program signed by the house manager of the production.
- **Proper Dress:**
 - All students will comply with the district dress code. In addition, students will come to class with appropriate and safe attire for working in the theater. Failure to dress appropriately will result in removal from classroom activities, which will have a negative impact on the student's grade.

- **Tutoring/Conference:**

- I am available after school by appointment to help with any class assignments.
- My conference period is from 3:15-4:00
- I am located in room 137. You are welcome to email me at any time with questions or concerns at AshleyElizabeth.Verm@wacoisd.org.

Rules:

1. The number one rule in my class is, IF YOU DON'T HAVE ANYTHING ***PRODUCTIVE*** TO SAY, DON'T SAY ANYTHING AT ALL! Properly stated constructive criticism is a necessity, but no cruel or rude comments will be tolerated. If a student is caught being mean or rude, they will not receive participation credit for the day.
2. Be on time for class. If you aren't on time, you may miss out on a valuable part of the lesson, which will negatively impact your grade. If you must be late due to another class, please ask your teacher to call me so that I don't count the tardy and make sure they write a pass.
3. No food or drink in class.
4. No personal grooming in class. Makeup and hair supplies being used in the classroom will be taken away and held by the instructor until the end of class. The second instance will require that a parent claim the items.
5. Phones and electronics must be put away in class. Students may charge phones at the charging station I have provided, but, they may not take phones out until dismissal. Charging phones is done at the student's own risk. Phones are safest when stowed in the student's bag. Parents should inform me of extenuating circumstances as soon as possible so exemptions can be made.
6. Refrain from using any inappropriate language or profanity in the classroom.
7. Cheating will not be tolerated per the student handbook. If a student is caught cheating or plagiarizing, they will be subject to consequences per the Waco High Student Handbook.
8. During construction and production of shows ALL SAFETY procedures MUST BE STRICTLY FOLLOWED:
 - a. REMEMBER: Quick and convenient solutions are usually NOT the safest solutions.
 - b. walk in the shop
 - c. use tools safely
 - d. listen and follow instructions
 - e. do not distract others
 - f. clean up when work is finished
 - g. share tools with others
 - h. wear safety glasses while operating power tools at all times.

WACO High School Technical Theatre Document of Understanding and Safety

Please read this document for full understanding with a parent/guardian regarding the expectations for our Technical Theatre Program.

- **Safety Expectations (not an exhaustive list)**
 - Follow all safety rules as reviewed by the theater directors
 - exhibit a professional image both in appearance and actions
 - be respectful to fellow peers (including other techies, actors/actresses, dancers, musicians, directors, audience members, etc)
 - represent WHS Tech in a positive way when communicating with groups and individuals
 - actively participate when present at tech (i.e. when you are here, you should be working on a project. If you don't have a project, ask the Technical Director for a job to do.)
 - maintain a good attitude and a positive working environment
 - ask for help when it is needed, especially with any tools. If you do not understand 100% how to use a tool or piece of equipment - ASK before you use it
 - fill out a Work Record to record all tech hours so that the correct job may be assigned for any techs that will work on the Crew for any particular show
- **Tool/Machine/Equipment Use**
 - There are numerous hand and power tools that students can use during their involvement in our theater program. Students have the responsibility not to use tools or machines with which they lack familiarity or training. Students also have the responsibility to use safety glasses and hearing protection where appropriate and to be aware of items that may catch in a tool or machine, such as loose clothing, hair or jewelry. Before starting the machine, students are to inspect both hand and material position as well as other safety precautions to assure safe and proper use. Tools and equipment should only be used when the technical director is present, never use without permission of the technical director. REMEMBER: If you don't feel comfortable, or are not sure on how to use a machine - DON'T USE IT!

Commitment Statement

Please sign this form to acknowledge that you have read and understand the classroom procedures and Technical Theatre Document of Understanding and Safety. I understand that this is a voluntary activity that involves a risk of injury to my child and I freely and voluntarily assume and accept this risk for myself and my child. In consideration of Waco High School and the School District allowing my child to take part in this activity, I agree for myself and on behalf of my child, to waive all liability against the School District, its employees and volunteers with respect to any and all injury, disability, or damage to person or property that occurs as a result of my child's participation in the activity. This form will count as a homework grade and must be turned in no later than Friday August 24th to receive credit. *This form will need to be on file before any student is allowed to participate in tech work outside of classroom work (shop work, stage work, work days)*

Student Name (Print):

Student Signature:

Parent/Guardian Signature:

Date:
