

Plainview-Old Bethpage CSD

Theater & Performing Arts Handbook for Students and Parents/Guardians



**Office of Music and Performing Arts
Stratford Road Administrative Annex
33 Bedford Road
Plainview, NY 11803**

Plainview-Old Bethpage Theater Department Expectations

All theater participants will:

- Demonstrate respect for themselves, peers, directors, and staff.
- Commit to a culture of teamwork, responsibility, and accountability.
- Treat all theater spaces, equipment, and materials with care.
- Uphold standards of artistic professionalism and positive conduct.

Plainview-Old Bethpage Theater Participation Requirements

Participation in theater productions is a privilege and requires students to:

- Attend all scheduled rehearsals and performances (as listed on the schedule provided by the director).
- Be prepared, on time, and focused during all rehearsals.
- Follow all school attendance policies (students absent from school may not participate in rehearsals or performances that day).
- Maintain academic eligibility and satisfactory school behavior.

Plainview-Old Bethpage Theater Department Policies

Casting

Casting decisions are made by a casting committee composed of staff members who are directly involved in the production, and then reviewed by administration prior to distribution. This collaborative process allows multiple perspectives to be considered when determining what is best for the show as a whole. Auditions are evaluated using a rubric to ensure fairness, consistency, and thoughtful decision-making throughout the casting process. While student growth and commitment are valued, a student's grade level or number of years in the program does not guarantee or determine a leading role. Roles are assigned based on the specific needs of each production. Any double casting is at the discretion of the casting committee and will be determined throughout each audition process.

Attendance

Consistent attendance is essential to the success of a theatrical production. Students are expected to attend all rehearsals for which they are scheduled, as each rehearsal builds on the work of the entire cast. Each student is allowed two unexcused absences; after the second unexcused absence, the student will be removed from the production. All absences must be communicated at least one hour prior to the start of rehearsal. Failure to notify the directing team within this time frame will result in the absence being marked unexcused. Please note, students who have a conflict with a performance date are not able to participate in that production, no exceptions.

Student Behavior

All students are expected to follow the District and Building's Code of Conduct, and to show respect for their castmates, crew members, and directing team at all times. Theatre is a collaborative art form, and a positive, supportive environment is essential for everyone's success. Students are also responsible for helping keep rehearsal and performance spaces clean, organized, and ready for use, demonstrating care for shared spaces and materials.

Costumes and Props

Students are responsible for the proper care and handling of all costumes, props, and accessories. Any items that are damaged or lost due to misuse or neglect may require reimbursement or replacement. While major costume pieces are provided, students may be asked to supply basic items such as tights, socks, or undershirts. Footwear is **not provided**; students may need to purchase specific shoes as determined by the costume designer in coordination with the production team. For safety and organization, students should not touch costumes, sets, or props unless those items are assigned to them or permission has been given.

Theater Tech and Safety

Only authorized and trained students may operate lighting, sound, or other technical equipment. All use of district equipment must take place under adult supervision. Safety is a top priority, and students are required to use appropriate safety gear whenever instructed. The Theatre Tech Club operates in conjunction with the theater productions, and should you be interested in helping with the Tech Club (and Stage Crew), please let the production team know.

Chain of Communication

Communication will be done primarily through the Director of the production. When necessary, there may be other communications from additional members of the production staff should it be necessary. If there is a question, problem, or concern, students should contact the director first.

Parent/Guardian Expectations

Parents and guardians of students involved in theater productions are expected to actively support their student's commitment to the program. This includes helping students meet rehearsal and performance obligations, communicating any student needs or concerns directly to the theater director, and assisting with transportation to and from rehearsals and performances as needed. Parents and guardians also play an important role in helping create and maintain a positive, respectful environment for all cast and crew members.

Student Behavior Expectations & Dismissal from a Production

This policy is in regards to any cast member that is considered insubordinate, inappropriate, disrespectful, disruptive, distracting, and/or unsafe. Any behavioral issues demonstrated by our cast members meeting the above criteria will be addressed as follows:

1. Student will receive a verbal warning from the supervising adult.
2. If the behavior continues, student will be removed from the song/scene we are working on. If the student is still demonstrating behaviors meeting the description above while sitting out, a phone call may be made to home requesting parent/guardian assistance in improving behavior. If needed, the parent/guardian will be asked to pick-up the cast member early.
3. If the behavior continues, it may be determined that the cast member will be unable to continue in the production, and parents or guardians will be contacted immediately if that decision is made. Scripts must be returned at that time.

Plainview-Old Bethpage Theater Handbook: Acknowledgement & Signature

Student Agreement

- ☐ I have read and agree to follow all the policies and expectations in the Plainview-Old Bethpage Theater handbook.
- ☐ I understand that every role is important and I am ready to accept any role that I am offered.
- ☐ I understand that Drama Cadets is a larger commitment than other clubs and I will make rehearsals a priority.

Student Name: _____

Grade: _____

Student Signature: _____

Date: _____

Parent/Guardian Agreement

- ☐ I have read and understand all the policies and expectations in the Plainview-Old Bethpage Theater Handbook.
- ☐ I give my student permission to participate in this theatrical production.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____