

Leander I.S.D. High School Theatre Handbook

Directors from CPHS and LHS drafted the LISD Theatre Handbook.

Purpose

The purpose of the CPHS/LHS/VRHS Drama Handbook is to provide parents and students with a resource to which they may refer regarding drama procedures and policies. The handbook provides students guidance and information to help them have a positive experience in the CPHS/LHS drama program.

Mission

Our mission is to create and maintain a quality student based program that provides opportunities in both acting and technical theatre. The CPHS/LHS drama departments' main goals are:

- To reach the Leander I.S.D. objectives
- To provide acting experience for all abilities by producing both inside and outside of the classroom
- To develop an appreciation for the performing arts as a discipline
- To create a positive fun atmosphere while instilling a strong work ethic
- To develop the ability to accept critical evaluations and critique others constructively

Extracurricular Policies

Theatre I, II, III, IV Classes

Participation in extracurricular activities is optional for Theatre I and Theatre II students. Participation in an evening of Selected Shorts is required in Theatre III/IV classes at CPHS. All other extracurricular theatre activities are optional but encouraged for these classes.

Theatre Production I, II, III, IV Classes

Participation in extracurricular activities is required in the Production Classes. Students audition to earn a spot in these classes. Therefore, it is assumed that they desire to take part in extracurricular drama. Since no student is obligated to be in Production Classes, it is stressed that participation in extracurricular drama is a privilege, not a right. You, the

drama student, are accountable and responsible for all policies contained within this handbook and for any additional ones that your respective directors might add.

⊗ **In Production Classes I, II, III, and IV, failure to attend a mandatory rehearsal or performance will result in a grade of 0 and may result in failure for that six weeks.**

Auditions

Auditions for involvement in extracurricular activities are announced approximately two to three weeks before the beginning of the production schedule.

Audition opportunities include:

- Main stage musical – school wide eligibility
- UIL one act play – enrollment in a theater class
- Other extracurricular plays as announced – enrollment in a theatre class required
- Improv Troop (CPHS)

Audition Criteria

- Grade eligibility for performance (see eligibility page)
- Attendance and participation at auditions and callbacks
- Appropriateness of student to the role and ability to perform the role
- Student fits in the ensemble of the cast
- **Cooperation and preparation** in the audition
- Student ability to attend rehearsals and performances

*Students must list **ALL** CONFLICTS ON THE AUDITION SHEET. This includes doctor appointments, family trips, other school activities, church etc. **ANYTHING THAT PREVENTS THE STUDENT FROM ATTENDING REHEARSAL**

Rehearsal Expectations

- Attend **ALL** rehearsals for the **ENTIRE** time unless stated on the conflict sheet at the time of auditions
- **BE ON TIME** and ready to work at every rehearsal

- Stay in the designated area for rehearsals and watch or work quietly
- Be prepared at each rehearsal
- Have a script and pencil when necessary
- Lines memorized on due dates
- **Be in appropriate rehearsal attire** (i.e. DANCE CLOTHES WHEN NECESSARY, REHEARSAL SKIRTS AND/OR SHOES, etc.)
- Students are allowed two unexcused absences – an unexcused absence is **any** absence not listed on the conflict sheet including illness
- Absences above the two unexcused will be handled on a case by case basis
- Unexcused absences in excess of two may result in expulsion from the cast
- Students **MUST NOT** leave the rehearsal at any time without permission

Performance Expectations

- Cast and Crew are required to report on time for dress rehearsals and performances for make-up calls and warm ups and in costume at the time posted.
- Students are **NEVER** to leave the backstage areas of the theater or the campus in makeup and/or costume.
- Students will not invite persons outside the cast and crew to any backstage areas, in dressingrooms or the green room.
- Students involved in the Main stage musical will provide their own costumes. OPPORTUNITIES FOR FUNDRAISING WILL BE PROVIDED.
- Any costume provided by the theatre department for any production will require a \$5.00 cleaning fee and must be returned to the department clean and repaired (if damaged).
- Stage etiquette should always be followed including courtesy and consideration for cast, crew, and directors
- **Students are expected to stay and help strike whatever is necessary on closing night of the performance. This is part of the theatrical process.**

Extra-curricular Activities

- Extra-curricular Activities are those theatre activities that occur beyond the classrooms designated by Texas State law and UIL

Eligibility

- Students are eligible during the next grading period if they pass all of their classes on their report card with a grade of 70 or above.
- Students who receive grades of incomplete on their report card (due to excused absences at the end of the 6 weeks period) are considered ineligible and have 7 days after the end of the 6 weeks period to complete the missing work and have their grade changed to passing in order to regain eligibility.
- Students who receive grades of “Incomplete” for reasons other than excused absences at the end of the 6 weeks period will remain ineligible, even if the grades are made up and changed to passing.
- Students who receive failing grades on their report card are ineligible, even if the student completes work to get the grade changed, even if the grades are made up and changed to passing, unless the failing grade was given in error.
- Students who are ineligible due to grades may regain eligibility at the end of the 4th week of a six weeks period by filling out the required UIL Grade Check form available by the deadline. The form is available in the Guidance office each six weeks. All of the student’s teachers must sign the form and give the student a passing grade at that time in order for a student to regain eligibility.

All theatre forms are available to students and parents from directors. Eventually, all forms will be available from this site.

Specifics to CPHS Campus:

— **All Production Class Theatre students and students in the Mainstage musical and UIL One-Act Play MUST provide the following to Ms. Blake and Mrs. Bowmer:**

- Progress reports every 3 weeks
- Report card every 6 weeks

- UIL Grade Check form to regain eligibility if applicable
 - Understudies will rehearse in the students role until these forms are presented
- **All Production Class Theatre students and parents must sign the Handbook acknowledgement form verifying that these policies are understood. This form is handed out in class and is to be returned to the directors.**