



FHS Theatre Department Handbook

Head Director - Jami Sauls

Tech Director - Lisa Custer

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Success is the sum of small efforts, repeated day in and day out.

Robert J. Collier

Life isn't about waiting for the storm to pass. It's about learning how to dance in the rain.

Vivian Greene

The moment you accept responsibility for EVERYTHING in your life is the moment you gain the power to change ANYTHING in your life.

Hal Elrod

It's kind of fun to do the impossible.

Walt Disney

If it doesn't challenge you, it doesn't change you.

FHS Theatre Magic Circle quote:

There is magic in the theatre, the theatre is magic. And blessed are those that get to share their talents with others. Sooooo break a leg, and tear face! Make them laugh, make them cry, act well your part: there all the honor lies.

Nothing great was ever accomplished without enthusiasm. It overcomes discouragement and brings people together. It is a magical quality that creates energetic and exciting musical performances. The remarkable thing about enthusiasm is that it is contagious. I hope we all come down with a good case of it.

Ralph Waldo Emerson

Dear Parents and Students:

Thank you for joining the FHS Theatre Department. We value your membership and welcome your participation. It is our hope that your experiences in our department will be both positive and enlightening. We have developed a challenging curriculum designed to prepare beginning students with an appreciation for theatre, as well as understanding of theatre, and at the same time prepare advanced students with the skills necessary to continue career or educational goals in the theatre, be it in college, university, conservatory, acting school, or an apprenticeship program.

This Student/ Parent Handbook contains important information for all theatre students and parents. The student and parent/guardian should read and understand all of the information in this handbook. Frisco High School Theatre staff wants every student to succeed, and we hope this information will help them to do just that.

This handbook has three purposes: (1) to inform the student and their parents/guardians about Frisco High School Theatre; (2) to help keep students on track; and (3) to guide our visiting guest artists/teachers. Students and parents/guardians should turn to it any time they have a question about the theatre program.

The policies in this handbook are agreements – agreements between you and your fellow students, you and your faculty, you and your work. We hope the lessons you learn will last a lifetime.

STATEMENT OF EXPECTATIONS

The Frisco High School Theatre Department believes that being in the Fine Arts program is an honor demanding many responsibilities. It is a student's privilege, not a right. The following are expectations for our fine arts students:

- Always exhibit good sportsmanship and courteous behavior
- Display positive leadership.
- Aspire to the highest in moral and ethical values at all times in person and online.
- Report promptly to all rehearsals, sectionals, clinics, call times and performances. "To be early is to be on time. To be on time is to be late. To be late...is unacceptable."
- Perform your very best in rehearsal and in performance and maintain all safety guidelines at all times. All students will be around set construction and technical prep - safety is our first priority.
- Show respect for others (faculty, students, and judges). Practice like you want to perform. Set very high expectations for your performance level.
- Strive to obtain a quality education, keeping this as the primary reason for attending school.
- Develop and exhibit school pride.
- As performers in the FHS Theatre Ensemble, students present an image that reflects the District to other schools and our school community. This image should be one of competence, sportsmanship, competitiveness and pride.
- Directors are responsible for decisions affecting the programs they direct. Such decisions include, but are not limited to, the following:
 - Composition of the organization
 - Schedules
 - Performance opportunities for individual students
 - Practice time (within the U.I.L/TEA guidelines)
 - Disciplinary action
 - Selection of individuals to be recognized for outstanding performance
 - Which student is right for what role

WHY CHOOSE THEATRE?

Involvement in the performance arts has been shown to have a positive impact on students in other academic fields. The College Entrance Examination Board reported the following:

- Students involved in drama performance scored an average of 65.5 points higher on the verbal component and 35.5 points higher in the math component of the SAT
- Students who took courses in drama study or appreciation scored, on average, 55 points higher on verbal and 26 points higher on math than their non-arts classmates.
- In 2005, students involved in drama performance outscored the national average SAT score by 35 points on the verbal portion and 24 points on the math section.

Theatre is not meant only to entertain, but to make us think, question, discuss, and formulate our own ideas and opinions—not just those spoon-fed since birth. Theatre teaches us empathy and compassion—something students cannot and will not master in a math word problem.

MISSION STATEMENT

The mission of Frisco High School Theatre is to expose our students and community to opportunities that will foster a lifelong appreciation of theatre arts. THE FHS THEATRE DEPARTMENT BELIEVES THAT (1) every student will have the opportunity to experience an innovative, artistic learning environment that promotes higher level thinking (2) a successful learning environment involves integrity, accountability and honesty (3) students are offered an inclusive, family oriented community that promotes compassion and the opportunity to forge relationships (4) students will learn how to balance academic, extracurricular and personal responsibilities that will prepare them for the future.

All of the FHS Theatre Department Directors are active members in the Texas Educational Theatre Association.

Our focus is on the actor's/technician's art and on the story. Our "product" stems from "process." The mounting of any theatre production is completely interrelated and integrated into our curriculum, based on the training needs of the students.

OVERVIEW

The Frisco HS Theatre Dept. offers a program of study geared to the serious high school student of theatre in a pre-professional environment. Our students will grow and flourish in a rigorous, supportive environment that requires dedication, commitment and a strong sense of responsibility. FHS Theatre students will showcase their training in a series of public performances including the musical, one-act play and other fall and spring shows. We develop creative innovators with problem solving skills that transcend the Theatre arena and extend into whatever future the student chooses to pursue.

Drama/Theatre as taught in high schools is intended to fulfill four basic purposes:

THEATRE AS PERSONAL INSIGHT, to enhance students' own growth and development, and self-discovery, developing self-confidence, teaching group work, etc.

THEATRE AS LIFE ENRICHMENT, to produce aesthetically responsive citizens with life-long interest in the arts.

THEATRE AS SOCIAL AND RECREATIONAL ACTIVITY, giving the student a break from academic activities, fulfilling the same needs of a sports activity.

THEATRE AS TRAINING, as preparation for continued and future studies in the field.

THE IDEAL

The ideal of Theatre at Frisco High School represents much more than the productions we do each year. The “Ideal” represents the high expectations we have for each other, the representation of our department, and the pride of our community, which defines our behavior in and out of the theatre.

RULES, REGULATIONS EXPECTATIONS

We do not sacrifice academics for the arts. Remember our goal is to help you achieve your career goals – and academics are an important part of this.

GRADES

Academic grades must be kept in good order during the period of participation in extracurricular activities. Students must pass all classes (including AP classes) to participate in any production. No grade lower than a 70 is acceptable. Grades will be checked often and study halls will be held if a student is in danger of failing a class. Excessive absences during the school year will not be tolerated. Students are expected to be in all classes and to be prepared for each class. Students enrolled in advanced theatre courses (production class) must maintain a passing average in theatre to remain in the class.

State law requires that you pass to play. Keep directors posted on academic difficulties. Do not wait until the last minute to take care of academic challenges. Stay on top of grades. Attend tutoring sessions offered by individual teachers as often as possible. **Do not use theatre as the excuse for failing a course.** We are willing to help with academic courses and tutoring. Students are ALWAYS allowed to attend tutoring sessions and to make-up tests.

BEHAVIOR

As a FHS Theatre Department member, participants are in the public, whether they like it or not, and they are considered role models within the community. Therefore it is the expectation of the directors that behavior is always exemplary.

- Social Media – If you have public social media accounts, your words and actions DO represent Frisco HS Theatre. Therefore, cursing, vulgar language or photos, negativity about our program, our school, our students, our faculty, etc., are unacceptable and will not be tolerated and will be addressed by the directors. This includes all public AND private Twitter, Snapchat, Instagram, and Facebook accounts. Please see the Social Media Contract at the end of the handbook.

- Any discipline that is not reflective of the expected conduct of a member of FHS Theatre will be addressed and discipline will be on a case by case basis. This is in addition to whatever action the school deems appropriate. If the infraction is minor, the following consequences will be enforced:

- 1st offense- conference with student and directors.
- 2nd offense- mandatory conference with student and parent(s).
- 3rd offense- possible suspension from program at the directors

discretion.

- Disciplinary Alternative Education Program (DAEP) – Behavior resulting in DAEP placement will not be tolerated and students will be removed for productions for the semester.

- FHS Theatre students are expected to treat each other with the utmost respect at all times. Kindness is the norm, and any form of bullying will not be tolerated under any circumstances.

There are three types of bullying:

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public
- Personal accounts on social media (even fake accounts associated or run by you) can and will be used as evidence of bullying.

- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

"I was just joking" is never a defense against bullying behavior.

BULLYING DISCIPLINE

In addition to the disciplinary action of the school administration, the theatre department will act in the following manner:

1st offense - Conference with student, directors, and parents.

2nd offense- Removed from any current activities/ shows/ thespian events. (in the event that the student is not involved in any current production, the punishment will roll to the next production.

3rd offense- Removed from the program.

PRODUCTION CONTRACTS

Know what you are taking on BEFORE you take it on. A "Production Contract" that cites their obligations to the production will be signed by all students and parents as part of the audition process. No student will be cast or considered for crew without this parental agreement. Violation of the contract can lead to dismissal from the production, the class, and the department. A detailed rehearsal schedule and complete scene breakdown will be distributed to cast, crew, and parents allowing for enough advance time to adjust personal schedules. There may be rehearsals or build days on student holidays.

SPECIAL NOTE ABOUT OAP

Students involved in OAP will rehearse during the week of Spring Break. Make sure these days are available **PRIOR** to signing contract.

RECOMMENDATION LETTERS

Please follow the directions listed below before asking for recommendation letters:

- Complete and submit request form at least two weeks in advance for all recommendation letters.
- Provide all information pertinent for recommendation letter.
- Provide pre-addressed and stamped envelope. Directors will NOT send you the letter. Do not ask.

Do not ask for a recommendation letter if you:

- Are not in good standing with FHS Theatre.
- Not served on a production
- Have less than an 85 in theatre.

FINANCIAL OBLIGATIONS

PRODUCTION FEES

Production fees are charged for all shows at Frisco High School. These fees cover production t-shirts, production costs, costume rentals, and dry-cleaning. All production fees are due on the posted calendar, determined annually by the booster club. Students with financial issues may work out a payment plan with boosters or submit for a scholarship. All fees must be paid in full prior to Tech Week or the role will be recast. In special cases, such as the musical or other additional shows, a partial or full payment must be made after the cast list is posted.

EQUIPMENT

Students are financially responsible for items assigned, checked out, or utilized. Students are responsible for any damages or loss.

SCRIPT SELECTION

Frisco HS Theatre Directors encourage students to read a multitude of scripts to improve the students' knowledge of theatre and playwrights. However, some scripts may include wording that would not be included in final Frisco HS Theatre productions. Keep in mind that scripts will not be censored. If you know that wording may be offensive to you or your family, please do not select that particular script to read. Delete all profanity from your rehearsal script. And do not use lewd and/or "suggestive" business in rehearsal or performance. When in doubt...ask! Seek teacher approval for any questionable language, subject matter, business, or scene **PRIOR TO PERFORMANCE** regardless of what the script says.

AWARDS

LETTER JACKETS

To letter in theatre arts a student must:

1. Be a member in good standing of the theatre department, exhibit a positive attitude; and stay academically eligible, and maintain a grade of 90 percent or above in theatre class.
2. Earn 10 points. Only 5 points may accumulate each year.
3. Complete all roles, acting or technical, for which points are awarded.

Points are awarded for **main stage show participation**.

A main stage show is defined as one in which royalties are paid, admission is charged, and acting and technical elements display superior work of the campus.

For each main stage show, points can be earned in only one of the following ways:

1. Two points are awarded for each main stage show in which a student holds a supporting role, either acting or technical, meets the above criteria, and spends a minimum of twenty hours outside the school day.
2. Three points are awarded for each main stage show in which a student holds a major role, either acting or technical, meets the above criteria, and spends a minimum of twenty hours outside the school day.
3. Two points are awarded to each UIL One-Act Play member, cast or crew. If the production advances to the state level of competition, ten points will be rewarded.

It is the student's responsibility to provide documentation of the hours spent on each main stage show and the theatre teacher's responsibility to certify the hours.

In addition:

1. One point is awarded for an acting or technical award given at the UIL One-Act Play contest, International Thespian Society State or National convention, or UIL Academic Tournament participation in Prose/Poetry.
2. One point is awarded to the entire cast and crew for each level of advancement during the UIL One-Act Play Contest, the International Thespian Society State Convention, the International Thespian Society International Convention (Superior rating) or UIL Academic Competition in Prose/Poetry.

HONOR CORDS

For FHS Theatre, Graduates can be awarded an International Thespian Festival Honor Cord. The student must be at minimum an Honor Thespian with 60 or more Thespian points and must be in good standing with FHS Theatre.

COMMUNICATION

PARENT/TEACHER

Parents/Guardians are encouraged to contact the Theatre Faculty if you have questions regarding the program, or your child's work and progress. The best way to make contact is via email. Contact us at saulsj@friscoisd.org and custerl@friscoisd.org. Please keep emails short and concise. Emails are not an effective replacement for a conference/discussion nor do they benefit the educational needs of the student. We are happy to meet with you and will gladly set up appointments for a phone conference or a personal meeting.

We do ask all parents to refrain from sending emails or notes to get your child out of rehearsals early. Taking students out of rehearsal early often brings the entire rehearsal to a standstill. We work as an ensemble, and all members of the cast and crew are needed to meet our goals and deadlines. All scheduling conflicts can be addressed through approved departmental protocol. If there is an emergency, please let us know.

We simply ask all parents to respect, observe, and value the rehearsal process. Additionally, we want to empower our students to serve as their own advocates when working out rehearsal conflicts.

We will not discuss auditions or results for at **least ONE week**. If it is an emergency and a director needs to know pertinent information regarding the decision, we ask that parents email the directors directly. We acknowledge that this can be stressful or emotional, but we ask that all parents support the final decision of the directors. Please note that we will not defend our decisions, but would be happy to discuss what was seen at the time of the audition, you may expect constructive feedback only.

STUDENT/TEACHER

Students may communicate with the teacher by setting up an appointment and/or via email. If an emergency arises and a student cannot attend rehearsals, the student must contact the director by 10:00 am the day the rehearsal is to be missed or 24 hours prior depending on the emergency. Other students may not speak on behalf of the student. Please accept the responsibility of your commitment.

If a student would like to meet with the directors regarding casting decisions, an appointment should be set no earlier than one week from the date the cast list was posted. Casting decisions will not be discussed with anyone other than the student involved, and once more, justification of decisions will not be discussed; constructive feedback may be expected.

SCHEDULES

Students with multiple scheduling conflicts (which include other campus activities) are to provide all schedules to directors. Directors will try to work out conflicts with the directors/ coaches/ teachers to the best of their ability, to set up a personalized student calendar that accommodates both the student and the organizations involved. This requires a great deal of organization on the student's behalf, as it is the responsibility of the student to work out conflicts with both organizations.

PROTOCOL FOR CONFLICTS

Prior to auditioning and/or signing up for a production, a rehearsal schedule will be provided. Include all conflicts in your audition/cast/crew paperwork. If the director chooses to work with a student with numerous conflicts, a personalized student schedule may be arranged. However, upon signing the production contract, additional conflicts with the exception of an emergency are rarely allowed. For any conflict to be considered excused it must be communicated 48 hours or more in advance. Should

conflicts arise, students may present the director/staff with a written request to be excused from an entire or partial rehearsal as quickly as possible. A written response allowing or disallowing the request will follow. It is never appropriate to send messages concerning attendance through friends or outsiders. Please take care of all attendance responsibilities personally.

You are allotted two unexcused absences. Further unexcused absences may lead to dismissal from the production. Three unexcused tardies or early dismissals will be equal to one absence. Rehearsals and crew calls begin exactly at the time indicated. Early is on time, on time is late, and late is unacceptable. Any decisions regarding absences and consequences related to absences is at the director's discretion.

All students in Frisco HS Theatre productions are expected to make our productions and activities a priority over outside activities, including community theatre, outside classes, etc. Remember you are always auditioning, and failure to make FHS Theatre a priority may result in the student not being considered for future productions.

TERMINATING PRODUCTION CONTRACT/COURSE

Students are expected to honor contracts as signed. Contracts between the student and department are taken very seriously. It is the responsibility of the student to honor and fulfill all commitments as agreed to within the contract. Should a student void any contractual agreement, future relationships within the department may be voided. Students who do not fulfill contracts will not be cast in future productions and are expected to select a new course of study. If a student voids contract in the middle of a semester and cannot drop the class, the student will be given individual course studies until the end of the semester. If the possibility exists for students to be removed from the class, removal will take place immediately. Once a student ends the relationship, the decision is final.

We hope all parents will work with students in teaching the value of honoring commitments and the importance of fulfilling contracts. Teaching children to honor their word is perhaps the best skill set we can provide future generations.

PERFORMANCE ATTENDANCE REQUIREMENTS

The state curriculum requires student's attendance at play performances once each 9 weeks. Attending play performances enhances the student's personal development and establishes a "common ground" for discussion. Not only do we want the student to see his/her fellow students work, we discuss the plays and performances in detail in a class "post-mortem" and in writing. We place a great deal of importance on department

productions and expect ALL students to participate. To get credit for each performance the student must “check in” with the teacher in charge BEFORE and AFTER the performance, and be an active participant in the “post-mortem” discussion. Advanced students are required to see 2 performances outside of the department each semester.

We expect all advanced students to be at every FHS Theatre production. If not cast or on a crew, ushering or other duties may be performed,

To receive credit for attendance to a performance, a copy of the printed program of that event and a performance analysis must be presented to the theatre teacher within three school days after the event to receive attendance credit.

STUDENT ENROLLMENT

ALL Advanced theatre students MUST audition for each show throughout the season.

If a student is not in the cast or crew of a production, FHS Theatre students must attend a performance for all FHS Theatre productions.

This is the theatre, while we make every effort to cast as many students as possible, it may not be feasible for a particular production. Please be ready to accept any part, whether that is cast or crew regardless of the class/experience/ or desire to perform any specific duty. As an advanced theatre student, participating in the theatre program is required and has grades associated with your participation and efforts. (The theatre always has a job for anybody). It is up to the student to reach out to the directors for a duty that will allow full participation.

If you decline a role, are removed, or drop from a production, you will be asked to leave the class without a refund of class fees.

OVERNIGHT TRAVEL POLICY

1. Pack conservatively. One medium bag and one hanging bag should suffice.
2. Arrive at school or designated place on time. Plan for loading time. We always meet early to check-in as a group and/or load the bus. If you miss the bus, you miss the bus. We cannot wait on you.
3. Luggage will be taken to the PAC lobby where it may be inspected by directors, school administrators, and/or law enforcement officials.
4. ALL medications should be clearly marked and given to a director for holding and proper distribution.

5. Bus behavior includes absolute quiet when instructions are given or roll is being called. All bus regulations will be followed. Clean up all trash.
6. Always bring enough money for meals, incidentals and emergencies.
7. Always listen to instructions prior to departing bus.
8. Dress code is always the school dress code.
9. Always be on time. 5 minutes early is too late. (To be early is to be on time. On time is to be late. To be late is unacceptable.)
10. Students who break policies of the FHS Theatre Code of Conduct will be sent home at parent's expense.
11. Strict curfew policies are to be followed. Follow all directions given by directors. Room checks will take place each night of the trip. Once the room check is complete, you may only leave the room for one of two reasons – 1.) Hotel evacuation or 2.) An emergency. If an emergency arises, call a director and he/she will escort you wherever necessary.
12. No boys in girls' rooms and no girls in boys' rooms. Severe repercussions if disregarded.
13. Do not change room assignments.
14. No one will be allowed in your room except for people assigned to that room.
15. This is a business trip not a vacation. We expect lights out to happen quickly after curfew and a good night's sleep to take place.
16. No charges may be made to student rooms. No movies, rentals, calls, or services may be charged to the room.
17. Do not take any items from the hotel.
18. FHSTheatre staff reserve the right to check luggage and room at any time.
19. Please keep rooms clean.
20. Do not jump on beds.
21. Students from other schools or members outside our group are not allowed to participate in our activities nor will you be allowed to leave our group to participate in outside events or parties.
22. No tobacco, drugs or alcohol allowed.

OPPORTUNITIES AND CLINICS

ONE-ACT PLAY CLINICS

During OAP season, several clinics will be scheduled for all students participating. Clinic dates will be included in the Theatre Department calendar. Members of the OAP cast and crew must attend all clinics. Respect and appreciation will be given to all clinicians.

REGARDING PARENT/GUARDIAN COMMUNITY INVOLVEMENT

We value parents'/guardians' involvement and hope you will be an integral part of your students' progress and FHS Theatre Department family.

Any successful theatre needs everyone working together and doing his or her part. No group can operate the Theatre Department program by itself – be it teacher/artists, or students, or parents/guardians. It needs all of us helping however we can.

A Theatre Department Parent/Guardian volunteer Google form or Sign Up Genius will be shared during the school year by the staff or FHS Theatre Booster Club Liaison. Please fill out the questionnaire and send it back to school with your student. Please fill it out even if you have no experience or extra time to offer.

FHS THEATRE BOOSTER CLUB

The FHS Theatre Booster Club was established to support the theatre on campus. Members in this organization will have a variety of options to choose from when selecting levels of participation. Options will include working on committees within the general membership or serving as an officer or Board Member. If your time is limited, numerous options exist for you as well. Please don't hesitate to contact our boosters to find out how you can be a part of this great club.

HOW CAN YOU HELP? By selling tickets, concessions, decorating the lobby and theatre for performances, sewing costumes, building sets, finding props, by photocopying, coordinating mailing lists, by helping with publicity and promotion, or by fundraising.

Many benefits are available to families and students who join the FHS Theatre Booster Club. For example, students whose parents are members of the Booster Club will be eligible for camp scholarships, which will be awarded at the yearly banquet.

PLEASE VOLUNTEER!

IMPORTANT NOTE: All FISHD Fine Arts volunteers must complete a background check. You will not be allowed to volunteer until this form is on file with the district. Please visit the link to complete: [Volunteer Background Form](#)

FUNDAMENTAL PRODUCTION EXPECTATIONS FOR STUDENTS

SCRIPT

1. Keep your script with you all day and night during the rehearsal period.
2. Put your name in your script. Only write in pencil, and make any necessary changes as rehearsal progresses.
3. All blocking and stage business should be marked in your script in pencil as it is given to you.
4. Take thorough notes on anything told to you by the directors or stage manager concerning your performance. If you have questions about your character and his/her motivations, consult your notes BEFORE you approach the director.

LEARNING LINES

1. Lines and blocking should be memorized by the date specified on the rehearsal schedule.
2. When you drop a line on stage, simply hold your character position and characterization and say, "Line!" in character. The stage manager should not feed you your line until you indicate that you need help remembering the line.
3. Being "off book" means that you have memorized your lines and can proceed through a scene without the help of the script. After you are off book, be sure you have read through your part and have someone run lines with you at least once a day.
4. Always say, "Thank you" to your directors and stage manager after notes or direction is given.
5. Always bring your script to rehearsal ... even after you have learned your lines.

TECHNICAL THEATRE STUDENTS

1. Technical Theatre students, both beginning students and advanced, are required to do 4 tech hours a semester.
2. Tech hours can include tech builds, participation in show crews, ushering, or ITS Festival attendance.
3. Students will get credit for that semester once hours are completed.
4. If students have conflicts with all of the presented opportunities, an alternative project will be available upon consultation with Mrs. Custer.

ATTENDANCE

1. Personal appointments should be scheduled after rehearsal or on a day you are not called for rehearsal. Work is not an excuse for missing a rehearsal without prior permission. Rehearsal, crew calls, and tech rehearsals are NEVER to be missed without prior permission. Failing to comply with this procedure will result in probable cause dismissal from the production.
2. If an emergency arises, directly contact the Director as soon as possible. Do not send an email since it will not be checked until after the rehearsal is over.
3. The following people are the ONLY people who may excuse you from a call: Mrs. Sauls or Mrs. Custer.
4. Never leave the rehearsal space or the theatre until you have been released by the directors or the stage manager. Only these people have the authority to release you.

PUNCTUALITY

1. All rehearsals and crew calls begin exactly on the time indicated on the callboard.
2. A call of “places” means that all performers and crew involved in a particular scene must be ready to perform. Stop what you are doing immediately and take your place backstage.
3. It is best to arrive at rehearsal AT LEAST fifteen minutes prior to call. It is mandatory that you are ready to work on time.

ON CALL FOR PERFORMANCES

1. Be at the theatre promptly at the designated time or you will be considered “absent” from the call. This means the designated understudies will perform.
2. There will be a sign- in sheet on the callboard. You must sign yourself in. No one should sign in for you and you should not sign in for someone else.

RELATIONSHIP TO DIRECTORS

1. Unless you are in a scene being worked on and have a pertinent question, avoid approaching or speaking to the directors while they are working with, listening to, or watching a scene in progress. We will make every effort to answer your question just as soon as we are finished.
2. Please do not offer directorial suggestions during the rehearsal time unless the director has requested that you do so and opened the rehearsal up for discussion.

RELATIONSHIP TO OTHER COMPANY MEMBERS

1. Do not offer a suggestion, chastise, argue with, or prompt another actor under any circumstance.
2. Never speak to or approach another actor in a social context who is waiting for an entrance.
3. Do not talk backstage during rehearsal and/or performance unless it is mandatory and concerns the integrity of the production.
4. Be ready for your entrance. This is your responsibility during rehearsals and performances. During the run of the show, you are never to be seen by a member of the audience beyond the execution of the show outside of the theatre.
5. Never peer at the audience while on or off stage. If you can see the audience, they can see you. Further, you will not appear in costume or makeup with the audience before or after the show.
6. Do not loiter in the wings. Stay attentive to the show, but remain in designated areas.
7. Do not enter the stage from the house or the house from the stage before, during, or after a performance while the audience members are in the theatre.
8. Never play tricks or jokes backstage or onstage.
9. Overt physical affection to another cast or crew member backstage is inappropriate.
10. After rehearsal, clean up everything on the stage, dressing rooms and in the house ... EVEN IF IT IS NOT YOUR MESS.

RELATIONSHIP WITH THE CREW AND EQUIPMENT

1. During a scene shift, an actor should completely clear off the stage space unless he/she is involved in the change or about to make an immediate entrance.
2. At the same time, the crew must not distract the actors.
3. Never touch a piece of lighting, sound or stage equipment unless assigned to do so.

GUESTS IN THE THEATRE

1. Only people called or invited by the directors will be allowed to attend rehearsals.
2. No unauthorized people are permitted backstage. Authorized people are those that are members of a particular production in progress that evening or those who have obtained permission by the directors.
3. No company member is allowed to receive guests at the theatre except after a rehearsal or performance has ended.

REHEARSAL CLOTHES

1. Wear appropriate clothing and shoes to rehearsal. Your clothing should not restrict your movement. Students will be required to wear “rehearsal blacks.” This means a solid black t-shirt and black dance style pants. This allows for mobility and function for any role. These must be purchased on your own and brought with you to the first day of blocking.
2. It is always a good idea to wear shoes and clothing to rehearsal that will be similar to that which you will be wearing in the performance. Your own personal research into time period will aid you in making rehearsal clothing choices.
3. Hair should be worn out of your face at all times.
4. Your arrival time should include time to put on your rehearsal/performance costume. If you need to put a costume on, you should arrive early so that you may start rehearsal on time.
5. For all crew calls, this means closed-toed shoes, no dangling jewelry, all hair tied back, and clothing suitable for painting and building.

REHEARSAL PROPS

1. The actor should be aware, at all times, when her/his hand is occupied with props.
2. Add your own rehearsal props as soon as you are off book and your hands are free to use the props. Use these props every rehearsal until performance props are provided.
3. If you cannot find a rehearsal prop, substitute one of your own devising rather than going onstage during rehearsal without one.
4. Treat rehearsal props with as much care as you would performance props.
5. Always keep rehearsal props on the prop rack/prop box when not in use.
6. **NEVER TOUCH A PROP WEAPON** unless assigned to do so.

PERFORMANCE PROPS

1. Never touch a prop unless you are the character assigned to use that prop or are serving on the prop crew.
2. Always return your props to their assigned spot on the on-stage prop rack as soon as you leave the acting area.
3. Never sit on stage furniture backstage. NEVER!
4. Report broken props to the stage manager and/or prop master immediately. If you don't tell someone, it won't get fixed.
5. **NEVER TOUCH A PROP WEAPON** unless assigned to do so.

COSTUME CALLS

1. A call for a costume fitting is as important and urgent as a rehearsal call. **DO NOT MISS COSTUME FITTINGS.**
2. Unless your measurements are taken and fittings are held on schedule, your costume cannot be made and/or ordered.
3. Notify the director(s) of any significant measurement changes once original measurement have been taken.
4. Use the fitting to help you determine what sorts of rehearsal costumes you may need to help you simulate your performance costume. The costume designer may have something you may use until your performance costume is ready.
5. Discuss with the directors costume items that you may need to work with ... swords, pockets, purses, handkerchiefs, etc.
6. Cast members should bring their own stage makeup to avoid cross-contamination.
7. Cast members are responsible for their own assigned underclothing, unless specifically designed and provided by the Costume department.
8. Recommendations for underclothing for women: nude bra, full coverage underwear, nude spaghetti strap tank, nude spanx/spandex. Recommendation for underclothing for men: white undershirt, neutral colored sliders (white, grey, or black), dance belt is optional.

HANDLING A COSTUME

These rules exist because we care about how you look on stage and because we care about what happens to the costumes.

1. Costumes have no life except the life the actor gives them.
2. Find out how your costume relates to your performance.
3. Costumes are not the actor's play things. Onstage, they are only to be used as your CHARACTER would use them. Off-stage, however, they are to be handled with extreme care.

GENERAL COSTUME REMINDERS

1. Your "look" is an important part of your costume and is not to be altered without prior permission from the directors. Performers may not alter their personal, everyday "look" without the prior permission from the directors. Altering includes, but is not limited to: piercing or tattooing any part of their body, as well as shaving, growing, or dyeing your head and/or facial hair.
2. Please use soap, deodorant, or antiperspirant. If there is any reason why you can't, please speak with a director.

3. Do not wear perfume or scented hairspray while in your costumes. (Some people are allergic to these substances.)
4. Give valuables to the stage manager, or preferably, leave them at home. Do not leave valuables in the dressing areas.
5. Have makeup on before putting your costume on.
6. If your costume goes on over your head, ask someone on the costume crew to help you by putting a cloth over your head to protect your makeup and costume.
7. Men, unless you are required to grow a beard for the production, be sure you shave before reporting for your make-up call.
8. NEVER restyle wigs and/or hairpieces unless trained to do so.
9. When you are wearing your costume, do not eat or drink anything other than bottled water.
10. Be careful when you sit; be careful what you lean on.
11. Before entering the acting area, check yourself for any item that your character would not be wearing (i.e. watches, jewelry, wallets, etc.)
12. Please do not touch anyone's costumes or accessories (hats, fans, canes, purses, gloves, etc.) This will assist in preventing confusion and loss.
13. Obtain your costume only from the crewmember in charge of checking out costumes.
14. Remove your makeup AFTER you have removed your costume.
15. You must check in your costume EVERY NIGHT. You will not be dismissed until you have checked out with the crewmember in charge of checking out costumes.
16. Please return costumes neatly hung on hangers by your nametag. If the garment is too heavy for one hanger, hang it on several. Be sure to include all items that may be in use as part of your costume in your accessory bag. Costumes left on the floor will result in a \$5.00 fine for the person who left the costume on the floor. The excuse "I hung it up before I left" is unacceptable.
17. Please wait patiently while the costume crew checks in items.
18. If your costume needs repair or adjustment, tell the stage manager and costume crew AND write your needs on the costume repair sheet.
19. Please do not complain about the color or style of the costume. Every effort has been made to make the actor look the best for the character being portrayed.
20. Items worn as costumes never leave the theatre during the dress rehearsal and performances, even if it is the own property of the actor. This is applicable throughout the entire one-act play season.
21. An actor should never appear in costume or makeup before an audience or where he may be seen by persons other than members of the company except during a performance onstage or a director approved meet and greet after the performance.

22. Only members of the Costuming Committee or Directors are allowed to pull costumes.
23. Costumes are only to be used for FHS Theatre theatrical performances.

TECHNICAL REHEARSAL, DRESS REHEARSAL AND PERFORMANCE PROCEDURES

1. During the technical/dress rehearsal period, it will be necessary to have the complete cooperation of the entire production company. Please keep in mind that technical rehearsals, especially cue-to-cues, is the rehearsal process for the technicians to fine tune their performances.
2. The directors will conduct the progression of these rehearsals/performances. They may cut from scene to scene (cue-to-cue), depending upon the needs of the designers, directors and staff.
3. Remain attentive and do not engage in unnecessary conversation, technicians often have to hear calls being given to them on the fly from various places in the space and excess noise can create an unsafe situation during changes when things are being moved in the dark or being flown from overhead.
4. At no time should you, the actors, question the authority of the stage manager and crew hands. Even if you disagree with a procedure, comply with the directions given to you. If a crew member seems to be abusing this authority, let the directors know after rehearsal.
5. Actors must help the technicians by remaining in character and following the prescribed "timing" during these rehearsals.
6. Never change the production of the show once it has been set in final dress rehearsal. It is the duty of every company member to maintain the directed concept throughout each and every performance. Nothing is to be changed or modified without prior approval of the directors.
7. Notes will continue to be given by the directors up through the final performance. Please do not resent or disrespect this process. It is one of the most vital learning tools of educational theatre.

THEATRE SAFETY

1. ALL Theatre students will be expected to be trained on FISD Safety Policies.
2. Students MUST complete a Theatre Arts Program Consent and Release to participate in any Theatre activities. The Form is available at the end of this handbook.
3. Please see the attached link for our FISD Theatre Safety Manual and review all of the important information. [Theatre Safety Manual](#)

FRISCO HS THEATRE HANDBOOK RECEIPT

I have read the 2021-2022 FHS Theatre Handbook. I understand the expectations of the FHS Theatre Directors and will work to fulfill these expectations so that we may accomplish the FHS Theatre mission. I understand I will be held accountable for the expectations outlined.

Student Name (PRINTED)

Grade

Student Signature

Date

Parent/Guardian Signature

Date

SOCIAL MEDIA GUIDELINES AND CONTRACT FOR FHS THEATRE DEPARTMENT

As you begin participation in another Theatre season, the Theatre Department of Frisco High School wants to make sure you are aware of the revised social networking guidelines. The FHS Theatre Department recognizes and supports the students' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student must remember that being a member of our Theatre department is a privilege. As a member, you represent Frisco High School and Frisco School District and you are expected to portray yourself, your department, your school and the school district in a positive manner at all times. Below are the new social networking guidelines which provide the following direction for social networking site usage:

- Everything you post is public information, even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.
- What you post may affect your future! Many employers, college admissions officers, and recruiters review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you.
- Similar to comments made in person, the FHS Theatre department will not tolerate disrespectful comments and behavior online, such as:
 - Derogatory language or remarks that may harm teammates or coaches; other FHS students and teacher teachers; and students, directors or representatives of other schools.
 - Incriminating photos or statements depicting violence, hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism; stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behavior (including the use of profanity).
 - Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

Instagram and Twitter Social media outlets will be used as communication devices. They will also be used to encourage involvement with family, friends, colleges and recruiting outlets. Do not be afraid to retweet and "Like" so we can promote from these media. For this reason all students need to comply with the following:

- Follow FHS Theatre on our official social media outlets.
- Never involve yourself with alcohol or any other controlled substance. Posting pictures, retweeting or "liking" a post where this behavior is going on also indicates your approval.
- If you are asked to remove a post, you must do so immediately! This is for the protection of your reputation and that of our department.

In short, understand that the online social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information. Think about who you represent: yourself, your family, your department, and your school. Like it or not, people are going to associate everything you post with you and what you represent. Protect yourself by maintaining a self-image of which you can be proud for years to come. By signing this social media contract, you are stating that you will follow the rules indicated above and you understand that disciplinary actions may be imposed for failure to comply with those rules.

SOCIAL MEDIA ACKNOWLEDGEMENT & HEALTH INFORMATION

Acknowledgement of the Policies & Procedures Regarding Social Media

Student _____ Date _____
Parent _____ Date _____

Health Information

Student Name _____

Parent Name _____

Street Address

Emergency Contact _____ Phone _____

Insurance Co. _____

Policy Number _____

Allergies to medication or anything that a medical professional would need to know in the treatment of your child:



THEATRE ARTS PROGRAM CONSENT AND RELEASE

I, as _____ (parent/guardian) of _____ (child/ward), give permission and desire for my _____ (child/ward) to participate in Frisco ISD's theatre arts program, including technical theatre.

I understand that participation in this program requires agreement to the following:

1. Adherence to all policies, safety regulations, and rules of Frisco ISD, the student's campus, and the campus theatre program.
2. My child may be supervised by representatives from Frisco ISD and its volunteers.
3. I authorize photographs and/or video film to be taken of my child as he/she participates in the program. I further permit photographic negatives and prints and video film prepared during the program to be used to publicize and celebrate this program.
4. I authorize the entities identified in paragraph two above to transport my child by vehicle, bus, ambulance, medical helicopter, or any other mode of transportation during the program if such transportation is deemed necessary for the health and wellbeing of the student.
5. I understand that every effort will be made to contact the parents in the event of an emergency, and, if possible, before any medical treatment is administered. In the event of an emergency or if the parents cannot be notified, I hereby give permission to the Frisco ISD and its employees and volunteers to secure proper treatment for my child. If necessary, this includes selection of physicians and medical treatment facilities that are then authorized to perform such medical treatments as deemed necessary to protect the health of my child.

I understand that participation in the Theatre arts program may include activities that bring with them a risk of serious injury. Students may utilize scaffolding and ladders, carpentry materials including saws, paint and other chemicals, and electricity. I understand that although all students will be appropriately trained to use such equipment, it is up to the student to practice best and safest practices each time they use this equipment.

I agree to assume any and all liability stemming from my child/ward's participation in the theatre and technical theatre program. I further agree to hold the Frisco ISD, its Trustees, employees, and agents harmless from all claims or actions which I or my child have, or may have in the future, including any liability for injuries or damages which occur to my child or me as a result of his or her participation in this theatre and technical theatre program. I agree to indemnify and hold harmless the Frisco ISD, its Trustees, employees, and agents from all claims made by third parties against it or them on behalf of my child/ward or which may result from my child's actions in this class and after school theatre and technical theatre program.

Please circle the activities your child is approved to participate in:

Heights Power tools/Saws Painting Photos/Videos

Parent's Signature _____

Parent's Name (printed) _____

Date _____