



LEWISVILLE
THEATRE
PRESENTS

2017-2018

DEPARTMENT HANDBOOK

LEWISVILLE HIGH SCHOOL THEATRE DEPARTMENT



Dear Parent and Student:

Thank you for joining the Lewisville High School Theatre Department. We value your dedication to our department and welcome your participation. We hope that you find the experience here, in our department, an enjoyable one. We are looking forward to guiding your student through our curriculum designed to develop an appreciation for the art of theatre and begin preparations in the development of their skills they will need to continue on a path to further their education and, eventually, career in theatre.

This student handbook contains vital information that it is important for both the Lewisville Theatre student and his/her parent. The student and parent/guardian should read and understand all the information in this handbook. It is our goal to have every student be successful, and this information should help him/her do just that. If ever the student or parent has a question pertaining to the theatre program, they should turn to this handbook.

At first reading this handbook may seem filled with a great many rules and regulations, saying "You can't do this!" and "Don't do that!" But, please keep in mind that our intention is to make each student's time at Lewisville Theatre ... EXCITING, REWARDING, and as PLEASANT as possible. We try to create a joyous environment for learning and discovery; helping to create high school years that are simultaneously hard work and fun. This can be done only with well-articulated standards and expectations. None of these rules are arbitrary or capricious.

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.

Sincerely,

Brad Durio
Laura McNary
Wendi Brozek
Casey Edwards

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www.lewisvilletheatre.com

Facebook: LHS FAME (Theatre)

-OVERVIEW AND MISSION STATEMENT-

It is our aim the LHS theatre program and its instructors provide programs that are geared to the serious high school student of theatre in a pre-professional environment. Lewisville Theatre students are given the opportunity to be trained in a rigorous, supportive environment that requires dedication, commitment and a strong sense of responsibility. Theatre students will have the opportunity to display their training and talents in various performances and productions.

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

- **Theatre as therapy:** to enhance students' personal 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 faculty of the LHS Theatre Arts Department strives to equip each student with the training they will need to continue their theatre career and education beyond Lewisville High School. Each student will, additionally, develop strong work ethic, study skills and collaborative learning experiences that will be useful in any career or vocation.

DEPARTMENT OF THEATRE ARTS

Expected Department wide Learning Results

Theatre students will graduate as:

I

Communicators who:

- (a) express -ideas effectively and appropriately when speaking and writing
- (b) receive and interpret the messages of others without distortion

II

Thinkers who:

- (a) utilize critical thinking skills in solving problems and applying knowledge in real- world contexts
- (b) distinguish between facts, opinions and assumptions when forming conclusions
- (c) use arts and ideas to represent significant concepts
- (d) analyze current issues from a variety of perspectives

III

Developing Artists who:

- (a) create and produce new work reflecting originality and high standards
- (b) demonstrate the ability to critically evaluate artistic products
- (c) have knowledge of the historical/cultural context of the arts
- (d) use the language of the arts for expressing aesthetic concepts
- (e) understand the interrelationships of the arts to each other and to academic subjects

IV

Community Contributors who:

- (a) demonstrate and exercise productive citizenship
- (b) make positive contributions to the community both at school and in a larger context
- (c) demonstrate knowledge and appreciation for the global environment and its resources

V

Collaborative Workers who:

- (a) demonstrate effective leadership skills in various settings
- (b) show respect for diverse opinions, feelings and beliefs
- (c) interact effectively -in intercultural/interpersonal relationships

VI

Learners who:

- (a) develop and use effective learning and planning strategies such as time management, self-evaluation and goal-setting
- (b) use technology to access information, analyze and solve problems and communicate ideas
- (c) communicate effectively, at a survival level,, in a second language
- (d) demonstrate the achievement of academic and artistic standards through a variety of performance tasks

THEATRE COURSE REQUIREMENTS

Theatre I	Technical Theatre I
<ul style="list-style-type: none"> Attend play performance and complete a report each 9 weeks 	<ul style="list-style-type: none"> Work 3 hours in the shop each 9 weeks Attend play performance and complete a report each 9 weeks.
Theatre II	Technical Theatre II
<ul style="list-style-type: none"> Attend play performance and complete a report each 9 weeks Participate in UIL theatrical events Participate in fundraisers Participate in the cast/crew of one production (after school rehearsal and/or performance required) Participation can include House Crew 	<ul style="list-style-type: none"> Attend play performance and complete a report each 9 weeks Participate on the crew of one production (after school rehearsal required) Participate in UIL theatrical events Participate in fundraisers Work 7 hours per nine weeks in shop
Theatre III/IV/ Production – Ovation / Limelight Competitive Track	Technical Theatre III/IV – Ovation Tech
<ul style="list-style-type: none"> Attend play performance and complete a report each 9 weeks and 2 plays outside of LHS each semester Audition for / Participate in the musical Participate in UIL theatrical events Participate in all fundraisers Audition for all productions per semester, and accept the any role offered (after school rehearsal required) Participate in all assigned crew positions for all productions not cast in (after school rehearsal required). Work hours in shop (as assigned) 	<ul style="list-style-type: none"> Attend an LHS play performance and complete a report each 9 weeks and 2 plays outside of LHS each semester Participate in all productions Participate in UIL theatrical events/design contest Participate in fundraisers Audition and perform in selected performances Work outside events in auditorium Work 14 hours per semester in shop Work all Saturday workdays
Theatre III/IV – Limelight Non-competitive Track	
<ul style="list-style-type: none"> Attend play performance and complete a report each 9 weeks. Audition for all theatrical events Audition for all productions per semester (not required to accept a role) Work hours in shop (as assigned) Understand that, if you choose the non-competitive track, and then choose to audition for Ovation, you will lose points for reliability on your audition score. 	<p>ALL LIMELIGHT AND OVATION STUDENTS ARE REQUIRED TO ATTEND ALL PRESENTATIONS OF EVERY SHOW OF THE SEASON. IF NOT ON THE CAST OR CREW, LIMELIGHT AND OVATION WILL SERVE AS USHERS. IN ADDITION, ALL LIMELIGHT AND OVATION STUDENTS MUST ATTEND EVERY STRIKE AND CAST PARTY FOR THE DURATION OF THE EVENT.</p>

PLAY CREDIT OPPORTUNITIES

One Play credit is required each nine weeks. The following can be considered for a play credit. If you have trouble coming up with admission to productions, please see your instructor well in advance (at least 4 weeks) of the due date to be considered for alternate assignments that can equal the credit. *Additional time commitments may be needed for these assignments. However, there are many opportunities for free admission during the spring semester to see plays at LHS.*

- Attendance of any LHS Theatrical Production
- Attendance of any LISD High School Theatrical Production
- Attendance of any area High School Theatrical Production
- Attendance of any community, professional or college Theatrical Production

Rules, Regulations, Expectations

ELIGIBILITY: Balancing Academics and Arts

We do not sacrifice academics for the arts. Remember, our goal is to help you achieve your career goals. Academics are a vital part of that success.

Grades must be kept in good order to participate in extra-curricular activities. Students must pass all classes to participate in any production. No grade lower than a 70 is acceptable. Grades will be checked periodically. Students may be assigned to a department study hall to accommodate their academic assignments if necessary. Also, excessive absences during the school year will not be tolerated. Students are expected to be in and be prepared for all classes. If you are absent the day of a performance or rehearsal, (including PAS/ISS), you may not participate in any after school activities, and you must have a conference with directors to determine your eligibility to stay in the production. If you are assigned to DAEP, the student will be removed from all productions for the year. Students enrolled in advanced theatre courses must maintain a passing average in theatre to remain in the class.

State law requires that you pass to participate:

****The important thing to remember is that students can lose eligibility at the end of every 9 – week grading period, but may regain eligibility if they are passing at the end of the following 3 – week grading period. The required 70 or higher is for the nine – weeks, not the semester average. So even if a student received a 69 for a classroom average, “aced” the exam and received credit for the class, they are still ineligible. It is the 9 – week grade that really matters in terms of eligibility!**

Do not wait until the last minute to take care of academic challenges. Attend tutoring sessions offered as often as possible. **Do not use theatre as the excuse for failing a course!** Students are always allowed to attend tutoring sessions and to make up tests.

PRODUCTION CONTRACTS

Know what you are taking on BEFORE you take it on. A "Production Contract" will be signed by all students and parents, as a part of the audition process. No student will be cast or considered for crew without this parental agreement. A rehearsal schedule will be distributed to cast, crew, and parents, allowing for enough advanced time to adjust personal schedules. Students involved in OAP will rehearse during some days during Spring Break (depending on contest dates) These rehearsal days will be provided prior to auditions. Make sure these days are available prior to signing contract. Violation of the contract can lead to dismissal from the production, the class and the department.

TERMINATING PRODUCTION CONTRACT/COURSE

Students are expected to honor contracts as signed. Contracts between 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 department shows for the remainder of the school year, and will have to wait a 12 month period before being considered for any role or course acceptance. After 12 months, acceptance back into the program is NOT guaranteed. The student will be required to audition for a spot back into the program. All four directors must be present for the audition.

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 we can provide future generations.

RECOMMENDATION LETTERS

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

- Submit a request for recommendation letters via e-mail at least one week before the letter is needed.
- Provide all information pertinent for recommendation letter. This includes filling out the Letter of recommendation form that can be found on the LHS Theatre website.
- Provide pre-addressed envelope if the teacher is responsible for mailing the letter.

Do not ask for a recommendation letter if you have:

- Quit a play or a course.
- Not served on cast or crews for a production.
- Have less than an 85 in theatre.
- Not worked Saturday work calls.

Department T-Shirts

Show Days: All company members will wear department or show shirts or dress in professional attire. The decision will be made on a show-by-show scenario.

Travel: Students will wear show shirts or department shirts and jeans any time the department travels together. If the department is traveling to a theatre to see a play, the decision to dress professionally may be made by the directors.

Uniformity: Whatever decision is made, based on the occasion, it is important for all students to be as uniform as possible. Please understand and respect this dress code.

FINANCIAL OBLIGATIONS

Production Fees:

Production fees are charged for all shows at LHS. These fees cover production t-shirts, production costs, costume rentals and dry-cleaning. All production fees are due within three weeks of casting. Students with financial issues may work out a payment plan with directors. All fees must be paid in full prior to opening night. If payment has not been made before opening night, the student may be removed from the play. All production fees are NON-REFUNDABLE, even if a student is removed from or removes himself/herself from the production. Again, production fees are NON-REFUNDABLE. If a student is removed from the production before fees have been paid, the fee amount will be added to the student's fines and fees. The fee for straight plays is \$25 and the fee for musicals is \$75. Technician fee for each show is \$10.

Equipment:

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

Fundraising:

Students selling items or tickets for the department are responsible for the monies collected, as well as for the merchandise. Students are responsible for any loss. Ovation, Limelight Competitive Track and Ovation Tech students are required to participate in ALL fundraisers for the department.

Attitude/Behavior

Department members must act in a professional manner. Whether at contests, productions, rehearsals, performances, in class, or around campus, students are expected to act in a mature manner.

Respect

Theatre students will:

- adhere to dress code (school, tournament, contest)
- treat fellow peers, community members, teachers, and administrators with respect
- students will acknowledge directives and critiques by thanking directors, teachers, staff, and parent volunteers

Contests/Productions/Class

Theatre students will:

- demonstrate professionalism
- refrain from speaking negatively about another competitor, performer, crew member, director, judge, or the competition
- refrain from speaking negatively about fellow Lewisville competitors, performers, crew members, and directors
- work cooperatively with fellow department members and teachers
- work cooperatively with other schools, school districts, outside students, and directors
- offer advice only when solicited

Rehearsals/Performance

Theatre students will:

- demonstrate professionalism
 - remain QUIET when not on stage
 - arrive/warm-up on time
 - assist with set-up/strike
 - clean up space
 - demonstrate a positive attitude
 - respect all directors and technical directors
 - respect all peers
 - respect the art and work
- Students are NOT PERMITTED to leave campus in the time between school ending and rehearsals beginning

Note: Department members who instigate conflict, act disrespectful toward department members or toward teachers/directors will be considered insubordinate and may be removed from the department.

Room Maintenance

Students are responsible for cleaning up after themselves (return desks, chairs, tables, and all equipment back to the original location and/or area assigned)

Physical Appearance

Your appearance is key in the Lewisville Theatre Department. You are expected to maintain good physical hygiene and wear appropriate clothing at all times. This includes rehearsals and performances. Additionally, the Lewisville Theatre student shall not make any changes to their look (I.E.-hair length, hair color, hair style or skin tone) without discussing the look that is needed for productions with the director and costumer and permission has been obtained. Once cast in a role, a student MAY NOT cut his/her hair during the rehearsal/performance process unless the director deems it permissible.

Communication, Scheduling and Absence Protocol

COMMUNICATION

Parent/Teacher:

Parents/guardians are encouraged to contact the Theatre Faculty if you have any questions. The best way to make contact is via email. All director emails are found at the beginning of this packet. If necessary, we will gladly set up appointments for a phone conference or personal meeting.

We do ask that parents refrain from sending e-mails or notes to get your child out of rehearsal 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.

Student/Teacher:

Students may communicate with teacher by setting up an appointment and/or via e-mail. If an emergency arises and student cannot attend rehearsals, student must contact the director by 10:00 a.m. the rehearsal is to be missed or 24 hours prior. Please accept the responsibility of your commitment.

SCHEDULES

Students with multiple scheduling conflicts, which include other campus activities, are to provide all schedules to directors. If directors choose to work with conflicts, the DIRECTOR will decide if he or she will work with other directors/coaches/teachers to set up a personalized student calendar, which accommodates both the student and the organizations involved. A student presenting too many conflicts is asked to respect the possibility that the theatre department may not be able to use you in that particular production. If a student works, it is the student's responsibility to make managers aware of the production calendar and schedules. Work is not an excuse to miss rehearsals.

PROTOCOL FOR CONFLICTS

Prior to auditioning and/or signing up for a production, a rehearsal schedule will be provided. Include all conflicts in an e-mail sent to the director prior to auditions. However, upon signing the production contract, additional conflicts with the exception of an emergency are rarely allowed. Should conflicts arise, student may present the director/staff with a written request via e-mail to be excused from an entire or partial rehearsal. Conflict request e-mails must be sent at least 24 hours in advance. 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.

Lettering in Theatre

LHS Theatre students are eligible to letter in theatre based on the guidelines let forth by the LISD Fine Arts Administration.

UIL and the One-Act Play Contest

2015 6A UIL ONE ACT PLAY STATE CHAMPIONS!

- ❖ The *University Interscholastic League* (UIL) offers the most comprehensive literary and academic competitive program in the nation. It offers more than any other UIL divisions in terms of activities with 22 high school and 18 junior high contents, including the one-act play contest. More than half a million students participate in UIL academic contests.
- ❖ These activities, which exist to complement the academic curriculum, are designed to motivate students as they acquire high levels of knowledge, to challenge students to confront issues of importance and to provide students with the opportunity to demonstrate mastery of specific skills.

It is an honor, not a right, for a student to be chosen to participate in this event. They will represent the Lewisville High School Theatre Department, and the number is limited to a cast size of no more than fifteen actors, five technical students and 4 alternates. Talent is not the only consideration when choosing these students. Passing grades and eligibility are of the utmost importance. And as always, a person must be right for the roles available in the chosen play. There are many rules associated with the one-act play contest and a student's behavior and adherence to these rules and to the guidance of the director(s) are tantamount to the success of the experience. Also, good sportsmanship is stressed – win, lose, or draw!

Participation in the UIL production is mandatory for all students enrolled in the Ovation class. This means the student must be available for every level of competition. There will be no approved absences from contest days (performance or critique). Prom is not an excuse to miss an OAP contest. While Ovation students are mandated to participate in UIL, this does not mean that only Ovation students are eligible for roles. Directors will use students from other theatre classes if they are right for particular roles.

In the past, LHS has obtained many honors at the One-Act play contests, including several best actor and actress awards, numerous all-star cast, honorable mention and tech awards, one state Samuel French award and have had advancing plays, including a State Finalist show in 1991 and 2015. The 2015 production of *The African Company Presents Richard III* garnered the state championship title.

Every year LHS participates in One-act Play clinics in late February and early March. This is a practice run with a judge who offers a critique at the end, but no awards are given and no advancement. All members of the OAP cast and crew must attend all clinics.

Contest/Tournament Attire:

Males: Preferably, a grey or black suit if possible. Solid color long-sleeved dress shirts, neatly pressed. A solid color tie, dress socks, dress shoes, belt. Guys must be clean shaven, as long as a beard is not required for a particular role. Hair must be out of the face and a color that would appear naturally on the human head. No earrings allowed. Hair length must meet director's approval and school dress code.

Females: Skirt suits or dresses that reach the knees in length and fit appropriately. If a skirt or dress of that length cannot be acquired, then the student must wear nice dress pants and a solid colored shirt. No casual sandals or footwear. Heels or flats are acceptable. Hair must be a color that would appear naturally on the human head. Any jewelry must be conservative.

*All clothing must be approved by staff. Do not take price tags off clothing prior to approval. Should clothing not be approved, students should exchange outfit WITH PRICE TAGS ON. Students needing financial assistance or additional help with clothing should contact directors.

Social Media:

LHS Theatre students are expected to handle themselves in a very responsible manner on social media. If a student posts disrespectful status or tweets, etc. about students at LHS or ANY teacher or director at LHS, he/she risks being removed from the theatre department.

Private Twitter accounts are used to spout mean, negative and disrespectful aggression. Students involved in Ovation and Limelight and students who intend to one day be members of those groups are not allowed to have a private twitter (also known as a 'PT'). If a student maintains a PT and it is discovered by a director, the student may be removed from the program. This policy will be used for all popular means of social media throughout the year.

Any discussion of the theatre department in a negative way will cause a student to be removed from the program. This includes complaining about a cast list. Remember that anything you post on social media can possibly be around forever. The second that you post something that you may one day regret: know that someone has taken a screen shot of your post and sent it to someone else.

BE RESPONSIBLE. BE CLASSY. BE RESPECTFUL!!!

LEWISVILLE THEATRE

OVERNIGHT TRAVEL POLICY

1. Pack conservatively. One medium sized bag and one hanging bag should suffice.
2. Arrive at school, airport or designated time or place on time. We will not wait for you.
3. Bus behavior includes absolute quiet when instructions are given or roll is being called. No loud talking. No singing. Headphone music only. All bus or plane regulations will be followed. All beverages must have a twist top. **Clean up ALL trash.**
4. Always bring enough money for meals, incidentals and emergencies.
5. Always listen to directions prior to departing bus or plane.
6. Dress code is always school dress code.
7. Always be early to call times.
8. Students who break policies, including LHS and LISD Code of Conduct will be sent home at the parent's expense
9. Strict curfew policies are to be followed. When arriving to the hotel during evening hours, you will have 10 minutes to report to assigned room. Room checks will take place each night of the trip. Once 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 she will escort you wherever necessary.
10. No boys in girl's room and no girls in boy's rooms.
11. Room assignments will not be changed.
12. No one will be allowed in your room except for people assigned to that room.
13. Lights out at curfew, everyone needs a good night's sleep.
14. No charges may be made to student's rooms. (Movies, rentals or services)
15. Do not take items from the hotel. Even if the item is assumed complimentary.
16. LHS staff reserves the right to check luggage and room at any time.
17. Rooms must be kept clean.
18. 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.
19. No drugs or alcohol allowed.

LEWISVILLE THEATRE

PARENT VOLUNTEERS

We value parent/guardian involvement and hope you will be an integral part of your student's progress and the LHS Theatre Department family. Parent help is a necessary part of our department's success.

LHS Theatre has an active Booster Club, which meets regularly on the LHS Main campus. Members of this organization have a variety of options to choose from when selecting levels of participation, including working on committees, and serving as a Board Member. Other options include:

- Selling tickets
- Working concessions
- Helping with UIL contests
- Decorating the lobby for performances
- Sewing costumes
- Assisting with set building
- Finding props
- Helping with publicity and promotion
- Fundraising

Volunteer forms can be requested from one of the directors, or found on the LHS Theatre website:

<http://lewisvilletheatre.webs.com>

Students whose parents are members of the Booster Club are eligible for camp and college scholarships, which are awarded at the end of the year Banquet.

~Please Volunteer~



LHS Fame (Theatre)



@lewisvillefame



LHS Fame



lhsfame

LISD Summer Theatre Camp

Each summer, the LISD Theatre Departments, in connection with “The Perfect Performance” owned by Demond Wilson, presents a two-week theatre camp. Guest directors, professional actors, and successful theatre and technical teachers from all over the nation are brought in to direct and teach at the camp. Acting students enrolled in the camp attend a variety of daily lectures each morning, which include acting, movement, voice, characterization, etc. Technical students attend classes on scenery construction, make-up, costuming, lighting, sound, props, and stage management. Afternoons for all students are spent in rehearsals preparing for performances, which culminate at the end of the two weeks. All acting students are guaranteed a role in one of the camp’s productions, while technical students are assigned to a variety of roles such as stage manager, or lighting/sound technician. At the end of camp, all students will perform in either a dance piece or a movement piece, and the technical students will display completed technical design projects.

While we cannot force any student to attend this camp, we strongly urge all students to attend. This camp begins our season and forms the very bonds we will depend on for the upcoming year. There are a few benefits to attending our camp over the other camps offered. For one, our camp is less expensive, due to the additional cost of living expenses other camps must charge. Also, the LISD camp marks the beginning of our school year in terms of our specific training styles and traditions.

Camp information will be sent home with students as soon as it is available, so you can start planning!

****Note:** Students can apply to receive Booster Club Scholarships to attend camp.

Please obtain a signature from your theatre teacher as a recommendation for receipt of a scholarship. Teachers are asked to take into account any unexcused absences or tardiness to rehearsals and/or shows. Naturally, they will take into account all the wonderful work you do as well. ☺

TEACHER RECOMMENDATION:

I, _____, am a theatre teacher at _____
_____. I would like to recommend _____
_____ for consideration of a scholarship to attend Act 1
Drama Camp during the summer of 2017.

I, (parent/guardian) _____, and
my
son/daughter _____ understand
that I am applying for a PARTIAL scholarship to the Act 1 Drama Camp hosted by Lewisville
Independent School District July 17 – 29. This scholarship will not cover the entire tuition of the
camp, and I understand that I am financially responsible for paying the balance. Should I be chosen
to receive a scholarship, I understand that I am committing to attend the ENTIRE TWO WEEKS
OF CAMP and pay the remaining balance of the camp tuition. If, for any reason, I am not able to
attend the entire camp after receiving the scholarship, I must reimburse the scholarship monies for
the full amount awarded.

Signature of Student

Date

Signature of Parent

Date