

# Smithville ISD Theatre Productions



## 2022 - 2023 Handbook & Code of Conduct

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## **INTRODUCTION:**

### **COURSE OVERVIEW**

This course helps students advance their acting and technical theatre skills. We will employ lecture, discussion and classroom activities to raise issues that stretch self-awareness through dramatic interaction involving imagination and creativity. Each participant works at *their own level with no comparison to other members*. Group cooperation, relation to others and self-awareness will be enhanced by speaking and performing before an audience.

### **COURSE OBJECTIVES**

The purpose of this course is to enable students to develop fundamental skills in multiple elements of theatre as a collaborative art. Students will have exposure to the following: acting and characterization, movement and vocal production, theatre terminology, technical theatre and design, audience etiquette, and relationships between theatre arts and other subject areas.

More information about the department can be found at [www.smithvilledrama.com](http://www.smithvilledrama.com).

## **GOVERNING BODIES:**

The rules and information within this handbook are additional to and in no way supersede state laws, SISD policies, or the SISD student handbooks. Information about the governing body of high school theatre can be found in the following places listed below.

University Interscholastic League - [www.uiltexas.org](http://www.uiltexas.org)

TEA & UIL Side by Side - <http://www.uiltexas.org/policy/tea-uil-side-by-side>

Smithville ISD - [www.smithvilleisd.org](http://www.smithvilleisd.org)

### **UIL STANDARDS**

1. Participants must obtain a grade of 70 or higher in all classes to be eligible to compete in any UIL activity.
2. Students who become ineligible will not be able to participate in competitions or performances until the ineligibility period is complete and all classes meet the passing requirements. This time frame will be determined based on the eligibility calendar.
3. Ineligible students are still allowed to practice and are expected to attend all practices during the time of ineligibility.

### **SISD STANDARDS**

In order to participate in extracurricular theatre events, students must meet the following guidelines:

1. Be a student in good standing enrolled in the SISD school district.
2. Pass all classes based on UIL, TEA, and District Academic standards.

## **COURSE EXPECTATIONS:**

### **GENERAL**

- Arrive to class on time each day, be prepared, and actively participate in assignments and performances.
- Raise your hand to speak or leave your seat.
- Students should not use their phone during class/rehearsals.
- Food and drinks in the rehearsal space should be kept in closed containers and disposed of immediately after consumption. We spend a lot of time in this place, so please help keep it clean.
- Use appropriate and respectful audience etiquette and behavior. Interaction with others should be positive and polite at all times.

### **COMMUNICATION**

Most of the communication for this course occurs via [www.remind.com](http://www.remind.com). Students will be added to the Theatre Productions contact list, and will receive notifications from the director via text or email. Parents can be added to the Theatre Productions contact list by visiting <https://www.remind.com/join/tigerthe> or by texting @tigerthe to the number 81010.

### **REHEARSALS**

Rehearsals will be held during the 8th Period Theatre Productions class, as well as after school on Tuesdays and Thursdays. We'll stick to the extracurricular schedule included in this handbook as much as possible, though we may have to move a few rehearsals to the classroom in order to share the stage space with other school events and activities.

Students will be provided with a conflict sheet in the audition packet of each show, and will be allowed to list up to 3 excused absences. Unexcused absences will negatively impact daily grades for the Theatre Productions course. More than 2 unexcused absences from after school rehearsals may result in the student being replaced by an alternate. Students who are counted as absent by the district for a full school day may not attend after school rehearsals on that same day.

Students and parents should be mindful of the rehearsal schedule when planning transportation, as the director will be available to supervise students on campus no longer than 15 minutes after the scheduled rehearsal has ended.

### **PERFORMANCES**

Performances count as a major grade for all students in the course, regardless of the size of their role in the current production. Call time for students is 5:30 pm on the night of a show, with performances beginning at 7:00 pm. Shows run for two consecutive nights of performances.

Performances are held at the Smithville Elementary Cafetorium. Tickets will be available through Ticket Spicket, the district's online ticket portal. Links and QR codes are provided on our posters to make buying your tickets easy. Concessions will be available prior to the show and during intermission.

## **BEHAVIOR OFFENSES**

Students represent their families, school, and community. They must always act appropriately and follow all school rules as outlined in the *SHS Student Handbook*. Students may be dismissed from the show for serious violation of school regulations whether they occur on school property or not. Students may be dismissed and/or replaced by an understudy at the discretion of the director for participating in illegal activities.

## **GRADING:**

Because this is a participation based class, students must attend in order to maintain a passing grade in the course. Repeated absences will affect the student's grade in the Theatre Productions course and are cause for demotion and replacement by an understudy. If the director deems absences excessive, the student may be removed from the current production. Additionally, students will lose points for violation of classroom expectations (including tardies, eating, drinking or gum chewing in class, disrespect to classmates or instructor, profanity, or causing disruptions).

### **DAILY GRADES**

- Participation & behavior at after school rehearsals
- Participation & behavior in class
- Basic actor training
- Individual growth plans & one on ones
- Group Discussions
- Homework

### **MAJOR GRADES**

- Study guides
- Memorization deadlines
- Audition packets & performances
- Participation & behavior at Saturday rehearsals
- Participation & behavior at Tech/Dress rehearsals
- Participation & behavior at performances

### **PARTICIPATION BASED GRADES**

Students will be evaluated for participation grades using the following criteria, outlined by TEKS Standard (c)(2)(E), for collaborating on original works of art:

Failing (0): Did not attend. Did not turn in or make up the assignment.

Basic (70): Does not contribute to performance or detracts from group dynamic

Critical attributes: Argumentative when other participants explore alternate interpretations. Does not contribute to group design. Efforts do not support group success (e.g., fails to memorize lines or care for costume and properties.)

Approaching (80): Marginal contribution to performance and group dynamic  
Critical attributes: Unresponsive to changes made by other artists during creative exploration. Contributes to group design only when requested. Efforts focused solely on personal contributions.

Meeting (90): Demonstrates commitment to group success  
Critical attributes: Explores various interpretations and artistic presentations of personal contributions during rehearsal. Adjusts personal performance elements to support a unified design. Supports artistic contributions of group members.

Exceeding (100): Facilitates artistic expression from entire group  
Critical attributes: Initiates exploration of alternate presentations with group members. Actively elicits design elements and artistic choices from other group members. Provides constructive feedback to group members on contributions. Integrates artistic contributions of group members.

Students who are not involved in the current production will be placed into off-season, where they will complete monologue units that are three weeks long. These projects will include characterization work, script scoring, and a fully memorized performance that counts as a major grade. The number of projects completed will be dependent on the length of the production the student is in the off-season for.

## **GRADE CHECKS**

Grade checks will be done for all students every 3 weeks. If a student has a grade below 75 at the time of grade checks, they should contact the teacher for that course about how to bring the grade up. Grade monitoring will run all year. A copy of this year's eligibility calendar is available in the Documents section of our website.

## **EQUIPMENT:**

### **MATERIALS NEEDED**

- ½ inch Binder - to hold your script and show paperwork
- Highlighter - for highlighting your lines in the script
- Pen/Pencil - for marking through lines in/making changes to your script

### **PERSONAL ITEMS**

Where possible, costumes will be provided by the department. Occasionally, students will be asked to bring in specific items for their costume. Cast members may be responsible for purchasing their own personal items (such as stockings/slips) if they are necessary.

Many actors will find that a few key items can make costuming easier. Recommended items for actresses include neutral undershirts/tank tops, slips, stockings, and black flats or low-heel pumps. Recommended items for actors include neutral undershirts, black socks, black dress slacks, and black lace-up or slip on dress shoes. Actors are also encouraged to purchase personal makeup kits due to hygienic concerns. An order form for personal kits can be found at the end of this handbook.

The dressing rooms will be kept locked in between rehearsals, however, the department is not responsible for any lost or stolen personal items.

## **DEPARTMENTAL ITEMS**

Items owned by the department must be treated with respect. If repairs are needed, students should notify the director immediately. If a prop or costume piece is damaged while in the possession of a student and cannot be repaired, the student is responsible for the replacement cost of the item.

## **DEPARTMENTAL T-SHIRTS**

Shirts with the theatre department logo on them are available for purchase for \$15. T-shirts are not required for the course, but are recommended for UIL OAP and other performances in the spring to represent our department in a unified manner. Students interested in purchasing a shirt should contact the director for more info on what sizes are currently available.

## **PERSONAL APPEARANCE:**

As a visual art, it is important that an actor's appearance be in step with their character. As such, actors should not wear jewelry onstage during rehearsals or performances, except where it is prescribed in the character's costume. Hair should be kept pulled out of the face during rehearsals. Actors must not alter their appearance in any way (including haircuts, hair coloring or highlighting, piercings, tattoos, etc.) without getting approval from the director first.

## **FIELD TRIPS & TRAVEL:**

Several field trips will occur this year. Students are asked to maintain a high standard of appearance and behavior at all times while on field trips. Trips to non-competition events are not mandatory, and are paid for by the student. Attendance on the following trips is mandatory:

- UIL OAP Clinic - Location & Date to be decided
- UIL OAP District rehearsal & competition - La Grange PAC (March 8 & 9)
- *If we advance, there will be field trips for subsequent rounds of UIL OAP Contest*

Students are encouraged to wear departmental shirts while on field trips. An order form for departmental shirts can be found at the end of this handbook. Dressy casual clothing is encouraged for UIL OAP Awards ceremonies.

## **CALENDARS:**

### **YEAR AT A GLANCE**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>● <u>First Nine Weeks (8/23 - 10/14)</u><ul style="list-style-type: none"><li>○ Course Introduction</li><li>○ Introduction to the fall show</li><li>○ <i>Chemical Imbalance</i> Auditions</li><li>○ <i>Chemical Imbalance</i> Rehearsals</li></ul></li></ul> | <ul style="list-style-type: none"><li>● <u>Second Nine Weeks (10/18 - 12/16)</u><ul style="list-style-type: none"><li>○ <i>Chemical Imbalance</i> Rehearsals</li><li>○ Public Performances</li><li>○ UIL OAP Auditions</li></ul></li></ul> |
|--|--|

- Third Nine Weeks (1/5 - 3/9)
  - UIL OAP Rehearsals
  - UIL OAP Clinic
  - UIL OAP District Rehearsal & Competition
- Fourth Nine Weeks (3/20 - 5/26)
  - *UIL OAP Rehearsals and contests (Bi-District, etc.)*
  - UIL OAP Public Performances
  - Monologue project (Final exam)

## **EXTRACURRICULAR SCHEDULE 2022 - 2023**

### September

6 - Tuesday - Rehearsal - HS Classroom (4 - 6)  
 8 - Thursday - Rehearsal - HS Classroom (4 - 6)  
 13 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
 15 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
 20 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
 22 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
 27 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
 29 - Thursday - Rehearsal - SES Cafetorium (4 - 6)

### October

4 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
 6 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
 11 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
 13 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
 18 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
 20 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
 25 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
 27 - Thursday - Rehearsal - SES Cafetorium (4 - 6)

### November

1 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
 3 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
 8 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
 10 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
 15 - Tuesday - Tech Rehearsal - SES Cafetorium (4 - 7)  
 17 - Thursday - Dress Rehearsal - SES Cafetorium (4 - 7)  
 18 & 19 - Fri/Sat - Performances - SES Cafetorium - Call Time: 5:30 - Show Time: 7:00  
 29 - Tuesday - Strike Rehearsal - SES Cafetorium (4 - 5)  
 30 - Wednesday - Cast & Crew Party - Classroom (8th Period)

### December

1 & 2 - Thursday & Friday - Auditions - Classroom (8th Period)  
 6 - Tuesday - Rehearsal - Classroom (4 - 6)  
 8 - Thursday - Rehearsal - Classroom (4 - 6)



### January

5 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
10 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
12 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
17 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
19 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
21 - Saturday - Rehearsal - SES Cafetorium (8-12)  
24 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
26 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
31 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)

### February

2 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
7 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
9 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
TBA - OAP Clinic - Location & Time TBA  
13 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
15 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
21 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
23 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
28 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)

### March

2 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
7 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
8 & 9 - Wed/Thur - UIL OAP District Rehearsal & Contest - LGISD PAC (All Day)  
10 - Bi-District Contingent Rehearsal - HS Classroom (10 - 2)  
*TBA - Spring Break Rehearsal(s) - If advancing to Bi-District*  
*20 & 21 - Bi-District Rehearsal & Contest - Hosted by Houston ISD, Location TBA*  
21 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
23 - Thursday - Rehearsal - SES Cafetorium (4 - 6)  
25 & 26 - Sat/Sun - Performances - SES Cafetorium - Call time: 5:30 - Show time: 7:00  
28 - Tuesday - Rehearsal - SES Cafetorium (4 - 6)  
30 - Thursday - Rehearsal - SES Cafetorium (4 - 6)

### April

1 - Area Contest - Lee College PAC (805 W. Texas Ave, Baytown, TX 77520)  
4 - Tuesday - Strike Rehearsal - SES Cafetorium (4 - 6)  
6 - Wednesday - Cast & Crew Party - Classroom (8th Period)  
*Region Rehearsal & Contest - Location TBD*

### May

*4-6 - Wed-Fri - UIL OAP State Contest - Location TBA*  
12 - Thursday - Theatre Awards Night - SES Cafetorium (7 pm)



# SHS Theatre Department Shirt Order Form

The SHS Theatre Department uses a simple T-shirt design with wording on the left chest pocket area and the department's logo on the back. This is a design that we can wear for events and performances to represent our department in a unified manner. While not mandatory, anyone not purchasing a shirt should plan on wearing a plain black shirt that is free of logos to any Theatre Department events or trips.

Theatre Department shirts will be available for order at the beginning of each semester, come in a unisex style (Sizes S-5XL), and are \$15.

**SMITHVILLE**  
**TIGER THEATRE**

(Front left pocket area)

**TIGER THEATRE**



**SMITHVILLE HIGH SCHOOL**

(Back)

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Date: \_\_\_\_\_

Number of shirts ordered: \_\_\_\_\_

Shirt Size(s): \_\_\_\_\_

I understand that the shirts are to be paid for in advance and will be ordered by the school after payment.

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Phone number: \_\_\_\_\_



## Personal Makeup Kit Order Form

All actors are encouraged to purchase a Ben Nye Personal Makeup Kit. It is specifically designed for students that need a hygienic option for professional theatrical products at an affordable price. By not sharing makeup kits, students minimize the risks that may arise from compromised sanitation practices. It is suggested that each student purchase a small makeup bag in which to store their kit and that they label it with their name in permanent marker so it's easily identifiable backstage.

### Each Kit Contains: (based on skin tone)

- Creme Foundation
- Creme Contour Palette (Highlight, Rouge, Shadow, and Lip Color)
- Face Powder
- Eye Pencil
- Flat Brush
- Powder Puff
- Sponge Applicator
- Stipple Sponge

Mr. Hensley can help you select your correct complexion using a wrist test. Remember that shades are supposed to be two shades darker than your actual complexion.

### Circle Color Combination Option:

PK-0 Fair: Lightest

PK-1 Fair: Light

PK-2 Fair: Medium/Tan

PK-3 Olive: Medium

PK-4 Olive: Deep

PK-45 Brown: Light

PK-5 Brown: Medium

PK-6 Brown: Dark

I would like to order a Ben Nye Personal Makeup Kit for myself/my student. I understand that the cost of this item is \$20.00, and will be ordered for me by the director, using a school issued purchase order. I further understand that I will receive the makeup with enough time to practice my makeup for any upcoming performances.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Acknowledgement of Receipt - Handbook & Code of Conduct**

I have read and understand the requirements of this Theatre Productions handbook. I understand that I am expected to perform according to this handbook and that there may be penalties if I do not. I am aware that special circumstances not covered here will be addressed by the director on a case by case basis.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I have read and understand the requirements of this Theatre Productions handbook. I understand that my student is expected to perform according to this handbook and that he or she may be penalized if they do not.

I give my permission for my child to participate in the Theatre Productions course, and all of its extracurricular activities, for the duration of the 2022 - 2023 school year.

I authorize the recording, video filming, and/or photographing of my child. Further, I agree to the use of my child's name, likeness and achievement(s) for educational and other bona fide related, non-profit purposes, including marketing and promoting the Smithville ISD Public Schools and Smithville High School Theatre Department, and consent to the display of such to any persons. I authorize the use of any such recording, video film, and/or photographs, and/or any other such information in all media in perpetuity and without claim to compensation. I agree to release and hold harmless the Smithville ISD Public Schools and Smithville High School Theatre Department for the use of any such material.

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_