PHS THEATRE

Handbook

For the aspiring thespian



PHS THEATRE STAFF

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Dear Theatre Members and Parents,

We are anticipating a wonderful year here at Pineville High School! We are looking forward to working with each and every one of you during this school year.

Parents and students, this handbook includes important information on classroom procedures and the membership policies for PHS Theatre. It is a lot of information, but it would be to everyone's benefit if you and your student both take the time to look through the info, so everyone will know the expectations of the theatre program. Please sign the necessary papers and return them as soon as possible. There will be a Google form confirming your understanding of these documents.

If you have any questions, please feel free to email me at any time during the course of this year. I will try my best to assist you in any way possible.

Sincerely,

Kristopher Prestridge
PHS Artistic Director
kris.prestridge@rpsb.us

pinevillehightheatre.com

PHS Theatre Calendar of Events

DATE	EVENT
September 11	Rebel Reveal Comedy Night
October 19-25	***Addams Family*** Tech Week
January 4-10	***The Crucible*** Tech Week
February 15-21	***Anastasia*** Tech Week
February 26-27	Thespians at NSU
March 30-April 3	Arts Disney Trip
April 5-11	***We Will Rock You*** Tech Week
May 6	Pharis Theatre Awards Night

Course Requirements

I. Performance Requirements

PHS Theatre members (7th hour enrolled) are required to participate in a **FALL** capacity and a **SPRING** capacity in order to fulfill their class requirement.

For example, participation in *Addams Family* in the fall, and *Anastasia* in the spring will qualify you.

Another example: participation in Rebel Reveal in the fall, and The Crucible in the spring will *sort of* qualify you. You will also need to help when we are cleaning, painting, and doing other things for the program.

THIS PARTICIPATION COUNTS AS YOUR FINAL GRADE FOR THESE CLASSES.

There will be a points based system for Technical Theatre, 6th Hour Theatre, and 7th Hour Theatre classes in order to attain your requirements.

Points system example:

Total points for full season credit **500 points**

Ran Spotlight for Addams tech week (20 per day) 140 points

Rehearsed and Performed in the Crucible 200 points

Moved set pieces for Anastasia tech (20 per day) 140 points

Ran Spotlight for We Will Rock You tech (20 per day) 140 points

Total points attained: **620 points**

Congratulations, you did it!

Mr. P, if I get my points halfway through a show week, I can just quit and go home right?

No because here is the caveat:

If you bail on a show because of whatever reason, I will subtract your points. Consider this like a demerit system they use in organizations like danceline.

Mr. P, I only have time to do one of the shows this year.

Oh yeah? Then you don't need to be in theatre, I guess.

Mr. P, I'm too busy doing shows with other theatre companies.

Oh yeah? Then go be a star somewhere else.

If all of this seems convoluted, don't worry. That's how I operate. You'll get used to it. However, most of you won't have a problem with this. It's the few that try to get an "easy A" and sit on their butts all year and at the end of the year say "well we weren't doing anything in class."

THERE IS ALWAYS SOMETHING TO BE DONE IN THIS PLACE

Your involvement can be in a performance or technical capacity. In addition to this, ALL students will be expected to show up and work on the set painting / construction days.

If you wish to be considered for roles in our productions, you MUST have a parent / sibling / friend, etc. come and work at least one station on your behalf. There are many things that go into a production, not the least of these being ticket-taking, making popcorn, manning the concession stand, etc. There are many jobs available (these will be disseminated by the parent club during our first meeting) and most nights it seems to be the same people working every time. **THIS IS UNFAIR TO THEM BECAUSE THEY TOO HAVE STUDENTS THEY WANT TO WATCH IN THE SHOWS.**

II. Other Misc Requirements

Let's talk about:

*Safety
*Cleanliness
*Being where we are supposed to be
*Punctuality
*Communicating absences & conflicts
*Social media and public behavior
*Best audition & rehearsal practices
*Thespians & Talented

III. Weekly Cleaning

Keeping a clean and organized workspace is part of being involved in theatre work.

Our theatre at PHS is such a large space with many areas in constant need of attention. Students will be assigned a group with whom they will receive a designated zone of the theatre, which they will be responsible for managing and keeping clean. A cleaning zone will consist of a small area, such as a dressing room or a backstage wing. Cleaning will (for instance) consist of making sure all chairs / furniture / costumes are organized, along with trash being placed in appropriate receptacles.

Each student in a group will receive a cleaning grade based on how clean their area is (rubric to come soon). Appropriate supplies (gloves, brooms, disinfectants) will be provided in order to facilitate proper cleaning and area management. Cleaning days will be held on most Fridays during 6th and 7th hour classes.

Membership Policies

1. Because this is a performance-based class, attendance is essential. You will be allowed two unexcused absences from a production rehearsal before you will be considered for replacement. Every **unexcused** absence after that will result in your quarterly and / or production participation grade being lowered by an appropriate number of points, typically 10 per unexcused absence.

2. It will be necessary to have after school rehearsals during the weeks leading up to a show. If you are participating in any major production, you will be expected to attend daily after-school rehearsals. If this is a required production, all students are required to attend all rehearsals unless otherwise noted by the rehearsal schedule, which will be released at least 3 days in advance of the first rehearsal. In the event of an emergency situation (illness, death in the immediate family, time conflicts with another school related activity), approval to miss a rehearsal / performance **may be obtained** by consulting with the director prior to the rehearsal / performance, verbally AND IN WRITING, BY EMAIL. ***Absence from a scheduled after-school rehearsal **without any notice to the director** is not only unprofessional, but UNFAIR to those who are relying on you, and may result in dismissal from your role.***

3. All students will be asked to help in fundraising activities for the PHS Theatre department. This may include email drives and ad sales for our show playbills.

4. Each principal actor will be assigned a script or libretto for the run of a show. Please be responsible for your assigned librettos and make sure that it is returned to the PHS Theatre department at the end of a show's run with all tabs and pencil marks removed. **If not returned, you will be responsible for the cost to replace the libretto.**

Auditorium & Show Etiquette

1. We will establish "cleaning crews" made up from the 6th-7th hour class rosters. Approximately six students will comprise a cleaning crew and be responsible for a specific section of the auditorium or backstage areas. For example, a group will be responsible for an area such as a dressing room, and this will remain throughout the year. Responsibilities will include keeping trash and costumes put away in appropriate spaces, along with keeping things organized in order to facilitate a clean working environment. Cleaning crews will receive a quarterly grade based on the tidiness of their area. No more of the "it was his / her trash so why should I pick it up?" mentality. Also, it is NOT the responsibility of your directors to clean up after you, and the custodians do not have time to regularly clean our area.

2. It is expected of each actor and performer to clean up after themselves following each rehearsal and performance. Costumes and wigs should be hung and set in their appropriate spots. Makeup should be put away in containers. If we clean after ourselves every day, then we should have no issues with the cleaning crew situation.

3. Remain quiet backstage while rehearsal is happening onstage. During performances, talking in the backstage wings is NOT tolerated. Also, peeking from behind curtains during performances is unprofessional. The old rule is: if you can see the audience, they can see you.

4. You should arrive at call time, which is the time that is designated for actors and technicians to arrive before a show. Typically this is set at two hours prior to the curtain speech. Once you are here and checked in (there will be sign-in logs for each theatre member), you DO NOT leave until after curtain call. If you have problems with another actor that arise during the course of a show, this DOES NOT give you permission to leave.

5. Figure out how to resolve your differences and avoid the creation of additional drama behind the scenes. In other words, all the drama should be reserved for the stage. If you can't get

along with someone, agree to disagree, and resolve to work amenably together in the same space. DO NOT threaten to hurt each other in the dressing rooms while your directors are not around. We will certainly find out, and severe disciplinary action will ensue, potentially resulting in your dismissal from PHS Theatre.

6. Do not engage in vaping or any drug-related activities while at school, backstage, during shows, or ever in your life. Seriously, stop it. You're killing your lungs and your ability to sing. This is a zero tolerance policy in our school and program and will potentially result in dismissal from the program.

7. Dressing rooms are designated for boys and girls. We will follow all Rapides Parish bathroom policies in regards to dressing room assignments.

8. Don't be a diva. The show WILL go on without you.

9. Pay attention and listen to all staff who are in charge of rehearsals and productions. This includes but is not limited to student personnel, choreographers, costumers, and stage managers. If they have been employed by the PHS directorial faculty, then they possess a certain amount of authority and should command your respect and attention.

10. PHS Theatre is a family and we should treat it as such, working together, having respect for one another, and overcoming our differences to collaborate artistically.

11. Anyone who fosters a divisive and toxic environment, or fails to adhere to any of these guidelines, may be subject to disciplinary action and / or removal from any show, role, or membership of PHS Theatre.

12. Students cast in lead roles will be expected to maintain good grades (C average and above in each class) and be in good standing with their classes and teachers. A failing average in a class will result in an actor being removed from the lead role at the discretion of the director(s). A D average will result in a warning to the performer and remediation will be encouraged so that the performer can bring up his/her grade.

A Word About Casting and Seniority

In the theatre world, "principal" typically refers to a leading role, such as Ariel in The Little Mermaid, or Lumiere in Beauty & the Beast. The thing you need to understand is that ***no one is entitled to a principal role****. It does not matter if you have taken years of vocal or dance lessons, though these things surely do help. This may come as a shock or a surprise to you, but it is the cold hard truth that not everyone has what it takes to handle the responsibility of certain roles. There are many factors that come into play when we are casting a production. The following is a priority list of how a role is cast:*

1. *Who can ultimately handle the role and all its challenges?*

   For example, who can sing the part of Peter Pan, appear to resemble Peter Pan, and be in excellent physique to withstand the physical strain of flying and other dance requirements for Peter Pan?

2. *Who can sing the required range (Christine in Phantom, for instance, has to sing an E6) and has good vocal qualities, such as tone, timbre, and vibrato?*

3. *Who can dance or move according to the character's physical requirements?*

   For example, if the character has to do toe-touches or backflips, or complex dance moves that only a longtime dancer would be able to accomplish.

4. *Who auditioned the best? Who came prepared and blew their audition out of the park with no qualms or hiccups? Who sang perfect pitches? Who left the judges floored or overly impressed when the audition was over?*

5. *Who else auditioned well?*

6. *If a comic role, who seems to understand the comic nuances of the character?*

7. *What other roles can potentially **only be filled** by those who auditioned strictly for this role? Who has the perceived right chemistry with the other actors?*

8. *Who has a great attitude / is a team player? Who shows up and assists and pays attention even when it is not their time to perform? Who encourages and builds up the other members of the theatre?*

9. *Who looks or resembles what audience members expect the character to look like, especially if the character is based on a beloved Disney character?*

10. *Who is a senior or other longtime PHS Theatre member?*

Hopefully this priority list sheds some light on how we go about casting a show. You may disagree with some of our choices. That is expected in such a subjective art form, as people have their own opinions. Ultimately you should trust that your directors have good judgments and the best interest of each show in mind. If you are not cast in a principal role in the fall, perhaps your directors have you in mind for a main role in the spring. Also, double-casting occurs frequently in this program to give more opportunities to those who audition well. There are many different factors that go into it all. Just remember that we are educated human beings that all have varying extents of training in theatre arts, and we do care about each one of you enough to make sure we are not putting you in a role that we feel you will not succeed at, and rather cast you in a role in which you will shine, benefiting you, your peers, and the program.

Weekly Rehearsal Assessment Grade

How do you earn your rehearsal assessment grade?

1. The student is ready for warm-ups when the tardy bell rings.
2. The student is prepared for class with their relevant rehearsal materials (script, props, etc.).
3. The student refrains from chewing gum during rehearsals.
4. The student displays a positive attitude during class and rehearsals.
5. The student participates 100% of the time during vocal warm-ups / chorus and ensemble singing.
6. The student participates 100% of the time during the rehearsal and does not hold up the other actors by being late for a scene.
7. The student refrains from talking with other students during the vocal rehearsal.
8. The student is prepared to turn in or perform assigned homework.
9. The student turns in written class assignments on time.

PREFERRED AUDITION SLATE FORMAT

"My name is ___, I am a [grade level], and I am auditioning for [role(s)] with [monologue] and [song]."

All songs should be emailed in an mp3 or m4A / WAV format to kris.prestridge@rpsb.us and cut to your preferred length of song.

Youtube links are not preferred but will be accepted.

Please do not sing the entire song unless you have prior approval from the director.

Attire

For rehearsals, students will be expected to bring loose or otherwise non-restrictive, comfortable clothing that allows them to move freely during rehearsals. Character or jazz shoes are highly recommended.

For dress rehearsals and performances, appropriate costumes pertaining to each character are required. ***You will be responsible for obtaining and purchasing your own costumes***, whether that be through your own means or a rental agreement facilitated by the PHS Theatre department.

Fees

Fees are used to cover the costs of theatre-related expenses, including maintenance of the venue, licensing deposits to secure show rentals and rights to perform, along with any applicable costume fees when renting costumes. Any show in a fantasy setting will have more expensive costume rental fees, especially if you are portraying a character with multiple costumes (i.e. Cinderella). Please direct any questions about fees to kris.prestridge@rpsb.us.

THEATRE II-IV & THEATRE ELEC 1

Fees are as follows:

Class Fee $100 or "sell" 5 playbill ads

Fee used in the upkeep of microphones and the purchasing of advertising materials (posters, yard signs) along with other miscellaneous expenses.

Costumes are to be acquired by the performer unless otherwise specified. Please ask the directors for assistance (financial, etc.) if needed in procuring costumes.

GRADUATION CORDS & RECOGNITION

Magnet Performing Arts Requirements

**This a basic overview of how to obtain the white performing arts cord and the recognition therein. See Mr. Prestridge or Mrs. Perkins for more information.*

1. All magnet performing arts students are required to be enrolled in their respective performing ensemble for **four full years**.
2. Students must complete **one** of the following required music courses:
   a. -AP Music Theory
   b. -Piano Lab
3. All performing arts students are required to participate in a minimum of **three** auditions per school year. These may include but are not limited to All-State, Honor Choir, PHS or community theatre or music auditions.

Theatre Arts Requirements & Lettering in Theatre

**This a basic overview of how to obtain the purple & white theatre arts cord and the recognition therein, including lettering in theatre. See Mr. Prestridge for more information.*

1. Be enrolled in theatre classes for 4 years **or** earn at least 4 credits in theatre-related classes (technical theatre and theatre elective count toward this)
2. Participate in at least 2 theatre productions **every year** (either in a performance or major technical capacity).
   a. Technical capacities that qualify include spotlight and other equipment operation, stage management, rigging operations, set construction, etc. Take upon yourself the responsibilities of the show in order to qualify in these categories--in other words, setting one chair or prop and then gossiping backstage the rest of the show does not qualify you.
   b. Participation means that *YOU and YOUR DIRECTORS should feel like YOU **earned** a cord*, not that you were given one as a consolation.
3. Have at least 3 auditions throughout **each school year**. The auditions can be for school related activities or in the community (all-state auditions, dance company auditions, theatre production auditions, etc.)

CELL PHONES

RAPIDES PARISH SCHOOL BOARD POLICY:

ELECTRONIC COMMUNICATION DEVICES

No student, unless specifically authorized by the school principal or designee, shall use or operate any electronic telecommunication device, including facsimile systems, radio paging device, mobile telephone service, Bluetooth devices, air pods, earbuds, etc., intercom or electromechanical paging system and Global Positioning System (GPS) in any school building or on the grounds thereof during regular school hours, except in the event of an emergency which is defined as an actual or imminent threat to public health or safety which may result in loss of life, injury or property damage, all as provided by La. Rev. Stat. Ann.

§17:239. Operation of such a device by the student for recording, taking pictures, creating videos during regular school hours and/or violating testing procedures shall be a serious disciplinary infraction punishable by expulsion or out-of- school suspension. Such devices used in any manner that violates this or other Rapides Parish Policy shall be confiscated and may be retrieved only by a parent or guardian at the principal's office upon paying a $15 administrative fee for each offense and signing a written receipt acknowledging receipt of the device. Pick-up time is at the discretion of the principal as is disciplinary action for repeated offenses. Any unclaimed devices will be forfeited and disposed of one week following the close of school.

"Use or operation" is defined as the device being powered on or seen or heard during regular school hours. Revised: August, 2003 Revised: June, 2011

PHS THEATRE POLICY:

Unauthorized use of cell phones and other electronic devices during intensive rehearsal time will be subject to disciplinary action and / or removal from the production.

NO
CELL PHONES
ARE TO BE IN POCKETS
OR ANYWHERE
ON YOUR PERSON
WHEN A MICROPHONE
IS EQUIPPED
DUE TO RADIO
INTERFERENCE.

VAPING

RAPIDES PARISH SCHOOL BOARD POLICY:

Policy "JCDAA" Smoking/Use of Tobacco

Any student grades 6-12 who is found guilty of possessing, using, or distributing any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to lighters, electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices on School Board property or during any school-approved function, shall be subject to the following consequences for such violations. (Confiscated items will not be returned

1st Offense: Confiscate; investigate; parent conference

3-day ISS/Detention

2nd Offense: Confiscate; investigate; parent conference

5-day ISS/Detention

3rd Offense: Confiscate; investigate; parent conference

10-day ISS/detention

4 or more offenses: contact Child Welfare

PHS THEATRE POLICY:

Vaping and other drug-related activities will make the person(s) subject to disciplinary action and / or removal from the production and the PHS Theatre program as a whole. ***AKA: You're fired.***

PHS THEATRE
Contract

I, _____ have READ and fully understand that as a member of the PHS Theatre Department, it is my responsibility to uphold the listed policies to the best of my ability and I agree to do so. I further understand that failure to do so will result in a lower grade and may result in my dismissal from PHS Theatre membership.

I have received a copy of the classroom rules and course requirements.



_____
Student Signature

_____
Parent or Guardian Signature

_____
Date