Production Class

CONTRACT

Theatre is an art that requires persistence and discipline in practice and performance. Students who are involved in a production class (defined as a class that produces a show or shows) are expected to follow rehearsal and performance etiquette that is modeled on the professional level.

1. BEHAVIOR EXPECTATIONS:

- Every student involved with a DHS production is expected to treat the cast, crew, and production team with respect and support at all times. This is the SINGLE MOST important job of every member of a show. It is assumed by the director that each and every student will work together to make the show a success. There are no stars or divas in any of our productions. Every person is equally important.

    - ***Three-strike Rule***
        - Our time is limited and precious during the school year. Therefore, we need every student to be focused and behaving appropriately so we can meet our class and performance objectives. Although we expect that all students will meet these expectations, we are aware that those students who do not meet expectations will negatively impact the students around them and the overall quality of the program.
        - This year we're employing a three-strike rule to encourage proper behavior during theatre classes, rehearsals, performances and external events. Students who blatantly disregard either our Theatre Etiquette or Rehearsal Expectations (the previous two sections) will receive a strike for each infraction. After 3 Strikes, students will become ineligible for the remainder of the semester and **may not be able to take future Theatre classes.**

            Ineligible students will not be able to:

            - Receive or keep acting or tech roles in any production
            - Attend external theatre events (such as the Thespian Conference)
            - Keep student leadership positions (such as student officer.)

    Strike violations may also have a direct impact on the student's class grade.

    - Please note: Certain offenses may bypass the 3 Strike Rule. Examples would be: Using profanity at a teacher, using profanity and/or being disrespectful to guests in our theatre space, stealing equipment or other items, verbal or physical sexual assault towards another student or faculty member, arriving to a Theatre event under the influence of illegal substances, etc.

2. ATTENDANCE EXPECTATIONS FOR A CO-CURRICULAR CLASS:

- Every company member is expected to be at all rehearsals or crew calls for which they are scheduled. Attendance is taken at each rehearsal and crew calls. Performances are for you, our students. You are the focus of the performance. You are the one being educated. You are the purpose of the performance and rehearsal. If you miss a performance or required rehearsal, you have missed your opportunity for assessment.

- Per GCPS policy, performance-based classes are *"co-curricular classes which require out-of-class activities as stipulated by the teacher, and will determine a portion of the student's grade. This includes concerts [performances] and rehearsals."* Advanced Drama, and Advanced Technical Theatre classes are co-curricular. In addition to classroom activities, certain out-of-class rehearsals and performances are required and, therefore, part of the student's assessment.

    - **If a student misses a required rehearsal or performance and the absence is excused, the grade must be made up or the student will receive a zero. Unexcused or Excused absences during Tech week may result in an impact to the student's grade, and the student losing their role or future roles. Make-up assignments will not be available for unexcused absences. The make-up assignment will be equal to the amount of hours missed in rehearsal/performance.**

- **Eligibility for excused absences**
  To be eligible for an excused absence, you must first bring a note to the Theatre Director from your parent or guardian explaining your absence so eligibility can be confirmed. Request of absence notes are required at least one month before any known/pre-planned absence. Emergency absence notes are due the first day of school the student returns after the absence occurs. If your absence is excused, the Theatre Director will tell you what make-up work is required and when it is due.

  Examples of EXCUSED absences
  - Death in the immediate family.
  - Illness of the student verified by a doctor's note. *Turn a copy of the doctor's note in to the Theatre Director.*
  - A family emergency, such as a sudden illness of a parent or sibling, verified by a note from your parent or guardian.
  - A one-time special family activity such as a wedding, confirmation, graduation, etc. These absences require at **least one-month advance notice** and approval from the Theatre Director.

  Examples of UNEXCUSED Absences
  - Babysitting
  - Transportation problems
  - Forgetting
  - Too much homework
  - Concerts
  - Other non-curricular school activities

Unexcused absences may not be made up. You will receive a zero for that required rehearsal or performance.

3. MISCELLANEOUS EXPECTATIONS:

- Company members are expected to attend every rehearsal or crew calls with appropriate clothing, shoes, pencil, water, and script. All clothing should allow a free range of movement. Closed toed shoes are necessary for crew calls, tech, and strike.
- Company members are expected to learn assigned lines as quickly as possible and to rehearse them outside of rehearsal time. Lines not learned by "off-book" dates will be reassigned and may result in a company member's removal from the production and jeopardize their involvement in future productions.
- All company members will work together to make the director's vision a reality and will refrain from making any unauthorized changes including, but not limited to, lines, stage business, costumes, properties, settings, etc. Making changes without consultation and permission of the director may result in removal from this production and future productions.
- Company members are expected to take care of all production materials after each use. This includes hanging costumes up, and cleaning the costume as directed by the costume crew. Company members are expected to put all props where they belong after a show.
- Company members will submit all required paperwork no later than the deadline, or risk being removed from the production (in accordance with school policy).
- Only CAST and CREW of the show are allowed backstage. All other guests will need to stay in the lobby. No exceptions.
- NO food in dressing rooms or wings/backstage area. All food needs to be consumed in the shop or classroom.
- ABSOLUTELY NO EATING OR DRINKING (anything other than water or gummies) IN COSTUME.
- NO actors are allowed out into the lobby during intermission. No exceptions. If you need something, tell the Stage Manager.
- No actors allowed IN COSTUME out in the lobby after the show. Change into your street clothes, HANG UP YOUR COSTUME, and then go greet your fans. Crew can go out in their black clothing.

Failure to comply with any of these expectations and/or school policies may result in removal from the current production and/or exclusion from subsequent productions.

STUDENT NAME (printed): _____

STUDENT SIGNATURE: _____DATE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

I ☐ DO ☐ DO NOT consent for photos/videos of my child to be used on DFT social media/marketing materials.

2026-2027 School Year - Date Sign Off

FALL - GHSA One Act Play

- Mandatory After School Rehearsals — M-F 9/14 through 10/20 - 2:30pm - 5:30pm
- "Super Saturdays" — 10/3, 10/10, 10/17 - 9am to 3pm
- Public Performances @DHS — 10/21, 10/22, 10/23 all at 7pm
- GHSA Region 8-6A competition — Saturday 10/24 - ALL DAY

WINTER - TBD Production

- Mandatory After School Rehearsals — M-F 1/11 through 1/27 2:30pm - 5:30pm
- "Super Saturdays" — 1/16 and 1/23 - 9am to 3pm
- Public Performances — 1/28 @7pm, 1/29 @7pm, 1/30 @2pm and 7pm

I understand that as a part of the Advanced Drama class, attendance at the above rehearsals and performances is mandatory, and therefore tied to the grade in the course. I agree to follow all attendance expectations as outlined in the contract above with regard to excused and unexcused absences.

STUDENT NAME (printed): _____

STUDENT SIGNATURE: _____DATE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

Dual Activity Agreement

This only needs to be filled out if you/your child is participating in another curricular or extracurricular activity at Dacula High School that will impact their ability to be able to attend all rehearsals and/or performances.

- The theatre director and coaches/sponsors will work out the schedule as it relates to sharing time for rehearsals (ie: splitting time each day, or alternating days). This is not the responsibility of the student to coordinate.
- The student is responsible for communicating any changes or other reasons for potential absences. Should an absence not be communicated, the student will be held to the standards outlined in the Production Class contract for grading purposes.
- Students participating in multiple activities need to understand that roles (lead, supporting, and ensemble) may be double cast to accommodate for missed rehearsal time and/or performances.
- Should roles be double cast, other activity schedules will be taken into consideration when choosing double cast performance schedules, however, adjustments to the performance schedule cannot be made for last minute changes to sports or activity schedules.

STUDENT NAME (printed): _____

STUDENT SIGNATURE: _____DATE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____