



Hawthorne High School
School of Visual & Performing Arts
Course Handbook & Syllabus Supplement

Disclaimer:

All sections of this syllabus are subject to change at the discretion of the instructor. If changes are necessary, parents and students will be notified of said changes via email, note home, Remind, and/or class website.

Theatre Director's Contact Information	
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Room Number	Nyman Hall & 15-2

Remind 101	
<i>Receive updates and information via SMS text messages To join, text the correct class code to 81010</i>	
Language Takes the Stage	@langstage
Introduction to Theatre	@introtot
Beginning Drama	@vapaadv
Advanced Drama	@vapaadv
Stagecraft	@vapacraft
Professional Drama Production	@propro
ComedySportz Team	@cszhhs

Other Remind Groups will be added for specific events and productions. Check on the department's website for updates.

Courses Available	UC Approved	Grade	Course Description
Language Takes the Stage	"B" - English	9	The written word comes to life in Language Takes the Stage, a course in which students consider what theater is and why we feel compelled to create it. In addition to analyzing, researching, and writing about text, students in the course take an active role in transforming text to performance. Language Takes the Stage could be part of an Arts, Media, and Entertainment Academy as an intro course in a sequence of English and performing arts courses.
Introduction to Theatre	"F" - Visual & Performing Arts	9-10	This course aligns with El Camino Course towards Theatre Degrees and Certification programs. Theatre Appreciation should be the first course in this pathway or program of study for all Theatre students. This particular course is a survey of theatre focusing on the theory and practice of modern theatre. Topics will include, but are not limited to, acting, directing, scenery, architecture, lighting, costuming, makeup, stage properties, and American musical theatre. A large portion of this course will also focus on elements of playwriting, critical analysis, and career opportunities/outlook.
Beginning Drama	"F" - Visual & Performing Arts	9-10	As the theatre instructor, each theatre related course will take a comprehensive approach towards students' growth as scholars and artists. Advanced Drama and Drama are a hands-on experience in acting with a focus on voice, movement, stage combat, dialects, characterization, and directing. Our objective is to learn theatre terminology and obtain the skills necessary for execution. Through lecture, scheduled performances, class discussions, projects, show running, production participation, shop hours, and community engagement, scholars and artist will learn key components of dramaturgy, characterization, scene development, directing, improv comedy, script analysis, blocking, and the importance of tech. In the end the student should have a working understanding of theatre as a collaborative art.
Advanced Drama	"F" - Visual & Performing Arts	10-11	As the theatre instructor, each theatre related course will take a comprehensive approach towards students' growth as scholars and artists. Advanced Drama and Drama are a hands-on experience in acting with a focus on voice, movement, stage combat, dialects, characterization, and directing. Our objective is to learn theatre terminology and obtain the skills necessary for execution. Through lecture, scheduled performances, class discussions, projects, show running, production participation, shop hours, and community engagement, scholars and artist will learn key components of dramaturgy, characterization, scene development, directing, improv comedy, script analysis, blocking, and the importance of tech. In the end the student should have a working understanding of theatre as a collaborative art.
Stagecraft	"F" - Visual & Performing Arts	10-11	As the theatre instructor, each theatre related course will take a comprehensive approach towards students' growth as scholars and artists. Stagecraft & Theatre Tech are a hands-on experience in conceptualization, design, rendering, crafting, construction, and execution of theatrical productions. Our objective is to learn theatre terminology and obtain the skills necessary for execution. Through lecture, class discussions, projects, show running, production participation, shop hours, and community engagement scholars and artist will learn key components of dramaturgy, scene design & construction, costume rendering & construction, property management, sound engineering, light design & engineering, special effects & puppetry, makeup, front-of-house, and design team hierarchy. In the end the student should have a working understanding of theatre as a collaborative art.
Professional Drama Production	"F" - Visual & Performing Arts	12	Professional Drama Production will require that students apply all the knowledge gained of the previous year in order to hone their skills and talents towards college and career. This courses also has a strong focus on college preparation, with a concentration on visual and performing art programs, including portfolio preparation, auditioning, college application, personal statements, and financial aid. Students will work as directors, designers, and managers for the school year.

Theatre Department Curriculum & Standards

Standards:

Classroom and performance task objectives will target Common Core Literacy & Anchor Standards, California Content Based Standards for Theatre, and the California Career and Technical Education Standards for Design, Visual and Media Arts, Performing Arts, & Production and Managerial Arts. Scholars and artist will become acquainted with all aspects of technical theatre.

Theatre Curricula will:

- Enhance scholar & artist perception, interpretation, and performance skills
- Increase scholar & artist understanding heritage and tradition
- Increase scholar & artist influences of theatre and technology
- Aid in scholar & artist reflection and evaluation of personal work and others

Scholars & Artists will:

- Study the principles of technical theatre and begin to understand theatrical conventions dealing with design and rendering.
- Develop essential skills, techniques, and process of script analysis for design and conceptualization.
- Execute and construct their designs as a member of a collaborative production team.
- Study the principles of acting and begin to understand theatrical conventions dealing with time and setting.
- Develop essential skills, techniques, and process of script analysis to create believable characters.
- Add techniques in diction and body movements to develop characterization further.
- Study and rehearse prompts from poetry, prose, abstract ideas, and other sources to help develop skills toward interpretive and expressive movements to create coherent compositions.
- Learn to embody physical, emotional, intellectual, and social dimensions of characters from various genres.
- Analyze the relationship between characters and motivation.
- Explore dramatizations from variety of historical periods and cultures.
- Explore the impact of society on theatre and theatre's impact on society.
- Experience a broad-based body of knowledge and technical skills.
- Explore playwriting and directing.

School of Visual & Performing Arts (VAPA):

For complete VAPA Mission Statement and Pathways, visit <http://tinyurl.com/oy4bv56>.

Visual And Performing Arts Graduate Profile Outcomes:

- **College and Career Ready:** VAPA Scholar Artists will develop and follow their post-secondary educational and career goals from targets established by both academic institutions and industry standards in their artistic career. The students will then periodically maintain and monitor their own progress toward achieving these goals.
- **Effective Communicators:** VAPA Scholar Artists will use written, oral, and 21st century skills to communicate through artistic expression and original work in multiple artistic mediums.
- **Ethical Leaders:** VAPA Scholar Artists will be able to self-regulate their decision-making skills in a morally, ethically and responsibly sound manner that respects individual artistic expression while creating valuable works.
- **Independent and Collaborative Critical Thinkers and Problem Solvers:** VAPA Scholar Artists independently and collaboratively problem solve and think critically on issues, topics and projects related to the Arts, Media, and Entertainment industry.
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- **Socially Aware and Responsive Community Members:** VAPA Scholar Artists participate in community-based performances, implement service projects, and create art commissions in order to improve their local and global community.

Rehearsal Requirements

- **Before School:** During competition season, artist will be required to meet prior to the start of the school day, at 7:00AM in 15-2, unless told otherwise. These rehearsals are mandatory and calculated into student grades.
- **In Class:** During competition and show season, artist will be required to rehearse in class as well. These days will be designated accordingly and scholars will be given schedules in advances.
- **After School:** Artists are required to attend after school rehearsals in preparation for competition and VAPA productions. After school rehearsals are calculated into scholars' Participation portion of their grades (30%). If scholars miss after school rehearsals, they may forfeit their roles on the competing team or within all main stage productions. These students might also be assigned shop hours to make-up missed rehearsal time. If scholars are on the "No Go" List, they will not be allowed to compete and will be assigned after school shop hours to make-up for missed rehearsal time

Parent & Student Communication

Hawthorne High School Site Subscription: Scholars and parents should subscribe to Mrs. Church HHS site at <http://tinyurl.com/lbxjky2>. Click "Subscribe +" on the right-hand side of the page.

Nyman Hall Website: All scholars are required to regularly visit Nyman Hall's website for regular updates as well as homework assignments. While some homework and classroom updates will be on the above site, this website will have VAPA and department wide updates and information as well. To access this site, visit www.nymanhall.weebly.com.

Remind: Scholars will receive regular SMS text message reminders for certain items (emergency rehearsals, materials, etc.) via Remind 101. You can download the application or visit the website as well. To receive remind text messages, follow the instructions below.

Email: At times, email correspondents is best for the instructor. Parents may receive communications this way.

Blackboard Connect: Parents will also receive automated calls home via Blackboard Connect. If calls are not being received, I ask that you update your home phone number with the main office.

Cards & Notes: I will admit that time gets away from me as your children are my priority. Serving can sometimes be a challenge on time-management and other services. I will always make my best effort to send home a handwritten note whenever possible.

Scholar Artists Behavioral Expectations

Positive Behavioral Incentives & Supports (PBIS): HHS' collective goal is to lower suspensions and to reward more of the positive behaviors on campus. Students are awarded "Cougar Cash" from teachers and staff when they exhibit Cougar Pride and embrace the "Every Cougar Leaps" motto of our PBIS program. We encourage students to embrace the following in the acronym "LEAPS":

L	E	A	P	S
<p>Leadership:</p> <p>We expect all HHS students to become leaders and demonstrate attributes of courage, creativity, goal setting, discipline, and leadership.</p>	<p>Empathy:</p> <p>We expect all HHS students to be thoughtful, caring, and helpful towards others.</p>	<p>Achievement:</p> <p>We expect HHS students to strive for academic excellence, to achieve success, and become productive citizens of the community.</p>	<p>Preparation:</p> <p>We expect all HHS students to come on campus with all necessary learning materials; eager to learn, and willing to actively participate in class.</p>	<p>Safety:</p> <p>We expect all HHS students to follow school rules, guidelines and directions of the HHS staff and handbook.</p>

Scholars Artists LEAPS in all Theatre Spaces:

	L	E	A	P	S
Nyman Hall & Showtime	If you see a need, meet that need with dignity and integrity.	Support your peers and colleagues whenever possible. Serve your community and audience members to the best of your ability.	Put forth your best performance at all time.	Respect call time and show up prepared to work.	Follow all safety guideline while working front of house, on stage, or back stage.
Rehearsal	Do not wait for rehearsal to begin; take the initiative and warm up.	Support your peers in anyway possible.	Work through the entire rehearsal time. Hone your craft with every opportunity given.	Respect all call times. Be ready to work and respect the time of your colleagues and leaders.	Follow all safety guideline while working front of house, on stage, or back stage.
Lecture & Instructor Presentation Peer Presentations & Guest Speakers	Sit up straight and annotate your text, follow along with the lecture, and take notes.	Assist your peers if help is needed.	Complete each task as assigned. Take detailed notes in order to study later.	Respect my time and the time of your peers by attending class ready to work and abiding by our norms.	Our classroom and time together is a safe space for each person to be an individual. We should all feel safe when at school. Respect other's opinions and their right to be different.
Socratic Seminar & Discussion	Come to the discussion prepared with questions and talking points. Engage in the discussion. Share your thought at least once.	Be understanding of other's opinions. Remain open minded and meet each colleague wherever they are at.	Read assigned text prior to a socratic seminar or discussion.	Be respectful of one another and your opinions. Use academic language and language of the discipline to express your self.	Our classroom and time together is a safe space for each person to be an individual. We should all feel safe when at school. Respect other's opinions and their right to be different.
Crafting & Construction	You do not always have to wait on committee heads to designated tasks; take initiative and complete items you can foresee as necessary.	Support your colleagues whenever necessary.	Complete tasks as deadlines are set by director or committee members/heads.	Come to class with all necessary materials and resources. You should always be prepared to work.	Follow all safety guideline while working front of house, on stage, or back stage.
Competitions & Festival	Lead by example while off campus and show what Cougar Pride is all about. Display what our VAPA stands for.	Respect your newly found colleagues. Make friends with other scholars and artists. Assist whenever possible.	While winning isn't everything, always put your best effort forward. Be a good sport at all times	Show up at bus pick-up areas on time. Have all materials and resources with you upon arrival.	Never leave the site of the competition, especially with anyone.

Given Choices:

Scholars & artists are expected to meet and exceed all behavioral expectations. Scholars will always be presented with choices and options. They are encouraged to express themselves freely, positively, and in a manner representative of Cougar Pride. If students cannot handle this ability to make their own choice, then steps will be taken to limit autonomy in a way that will not impede with their growth as a scholar or an artist.

“Results, Not Excuses”:

My theatre instructor once said to me, “Results. No Excuses!” I have adopted this same philosophy in my teaching practice. While I believe in granting student second chances when necessary and meeting each child's' academic, social, and emotional need with dignity, it is also my responsibility to teach students to be responsible and resourceful. As an artist, resourcefulness

Participation

Production Participation: As a member of VAPA, artist are required to participate in the Fall and Spring productions. To meet requirements for this course, that means participating as a technician in any domain of design and technology.

Competitions & Festivals: As a member of VAPA, artists are required to participate in competitions and festivals. While the goal of the Visual and Performing Arts school is to participate in several a year, scholars are only required to attend the DTASC Fall Festival in October and the DTASC Shakespeare Festival in April.

Parent Participation: The success of any high school theatre department hinges on the level of parent participation. I encourage all parents to be as involved as possible. This could mean chaperoning a trip to a competition or helping construct costumes during a show; some parent may prefer to purchase items artist will need to compete or perform. If ever you have a suggestion, I am always ready to listen.

In-Kind Donations: If you are able to recruit community members to support the theatre program, this too is greatly appreciated and considered parent participation.

Fundraising: There will be times during the year when students will be required to help fundraise in order to produce the main-stage productions. One way we will fundraise during the year is by walking around the neighborhood and asking local businesses to buy ad space in our show programs. Parents might even consider purchasing an ad to wish their child good luck.

Opportunities

Drama Teacher Association of Southern California (DTASC): Students will participate in two annual competitions hosted by DTASC; Fall Festival & Spring Shakespeare Festival. As members of this organization, winning artist are automatically qualified for several trips and scholarships.

California Educational Theatre Association: As a member of this organization, artist will have a chance to perform in front of the California Senate and advocate for fine arts instruction across the state of California. Programs related to this organization will be offered to scholars but will not be required.

International Thespians Society & the California State Thespians: Artist will have access to several competitions, festivals, classes, workshops, and conferences. As a member who has met certain qualifications, students will graduate high school with Thespians Medal and membership in the international theatre honor society. Opportunities related to this organization will be greatly encouraged but are not required.

Comedy Sportz League: "The **ComedySportz High School League**® is the largest, most successful improv training program for high school students in the country. The **High School League**® empowers students to create their own theatre and nourishes their communication skills through improvisational theatre workshops and performances. It encourages their individuality and provides the forum to succeed or fail in a safe environment that combines showmanship and sportsmanship. The League provides an extracurricular activity that goes beyond stage work into everyday situations. And the students just think they're having fun!"

Travel Abroad: As the theatre department expands, artist will have the opportunity to travel abroad to experience theatre in different settings. Student could travel to London and experience Shakespearean theatre at The Globe Theatre; travel to New York and experience musical theatre on Broadway. Opportunities related to this organization will be greatly encouraged but are not required.

Various Competitions and Conferences: There are several national and international programs can participate in. While student are always encouraged to get involved, these are not requirements. It is my hope that scholars and artists will venture out of their comfort zone in order to improve their skills and gain new world-experiences. Competitions such as these will be posted in the classroom or on the website.

Supplies, Materials & Resources

Supplies: Supplies and materials will vary by course. Please refer to your course syllabus for specific requirements. In general, scholar artists will need:

3-Ring Binder	Pens
Tab Dividers	Highlighters
Composition Notebook	Metal Ruler
Pencils	Sheet Protectors

Blacks: As a member of the tech crew, artists will need at least one pair of Blacks. During all performances, blacks are required to remain hidden from the audience. Students should have the following items in their set of blacks:

- **Black long sleeve shirt**
- **Black T-shirt**
- **Black pants**
- **Black socks**
- **Black sneakers**

All items must be completely black with no logos or colors of any kind.

Materials: For some projects, students will require specialty items. For these items, students and parent will be notified in advance. Parents will be notified at least one-week in advance. Recommended stores will be provided as well. Student text books and scripts will be provided.

Resources: Speciality items will be provided for artists whenever possible. Other resources scholar artists must have include:

Flashdrive	Internet Access
Email, preferably CVUHSD Gmail	Electronic Device with Connectivity
Access to Google Drive	

[If artist need assistance with obtaining materials, parents should personally notify me and I will do everything in my power to help meet that child’s needs. If this is the case, please contact me in advance so that I have enough time to make the necessary arrangements.]

Industry Related

Because artists in these courses are members of the Visual and Performing Arts Academy, they will be both required and encouraged to participate in outside programs and industry-related activities.

Internships, Apprenticeships, and Shadows: Students may be required to participate on a show outside of our theatre and shop. Students will be provided with a list of theatres or companies they will be able to intern, apprentice, or shadow at. Students should complete one-full day’s worth of work (at least 8 hours, not during a school day). These hours will count towards student participation grade whenever required.

Community Performances: Students are encouraged to see a show outside of Nyman Hall; at any theatre of your choice. Scholars may be required to write 2 show reviews throughout the year and they will need to have seen a production.

VAPA Performances: All scholars will work on VAPA performances as necessary. Students may be required to work on both the Fall production and the Spring musical as well as VAPA concerts and showcases.

Professional Organizations: Artists will be encouraged to earn their professional union cards or related work permits in their desired pathway. As a member of VAPA, students will be provided with the necessary steps or paperwork to earn the following:

- Actor’s Equity Association (AEA) Union Card

- Screen Actor's Guild (SAG) Union Card
- Working Permit

Assignments & Major Projects

Over the course of the class, students will have to complete several projects and papers. These will be assigned as they come up. Below are some major tasks that might require additional time or supplies. The following items are also weighed heavily into final grades.

Portfolios: While students are growing as artist, they are also expected to grow as scholars. It is my intention to prepare students for college, leadership, and life. As such, scholars are required to maintain a portfolio of all designs, final projects, papers, and additional pertinent items. These portfolios will be continuously updated so long as students are in VAPA. Once scholars are ready to apply to college, this portfolio will help with performing and visual art program admittance.

Headshot & Resume: For scholars who are also in any acting programs, they may be required to shoot and select photos to be used as headshots. They will also include a performance or tech resume. Final drafts of headshots and resumes will be included in portfolios.

Prompt Book: As a member of the tech crew, scholars may be required to compose and maintain a prompt book for each production they work on. The purpose and composition of a prompt book will be explain in-depth as the assignment approaches.

College Research: Students may be required to select a university with a fine art program of interest to them and conduct an in-depth research project of the school's admission requirements, as well as special notes related to their fine art schools.

Website Content: Artist may be required to periodically create content for the class website. This content might be a review of a community show, highlight of a recent movie or play, article on new technology in the field, shoutout to a VAPA artist for a job well done, or even opinion pieces. Each student will be assigned a month they are responsible for producing content.

Shop Hours: Shop hours may be required for some students, especially those who are unable to complete a competition and or production. Student must have a legitimate reason for this assignment to be granted. This is NOT extra credit

Grading Policy

Please refer to syllabus as the grading policies vary by course.

Procedures

Note: *This may not be an exhaustive list of daily classroom procedures. As such, it is the student's responsibility to make sure they are fully aware of said procedures.*

Parking Lot: If we are in the middle of a lecture or presentation - especially when a guest speaker is in- scholars are encouraged to write down their questions on post-its. In the classroom, there will be a Parking Lot with three levels. Students should place their questions in the appropriate Lot and they will be answered accordingly. This will ensure all students are answered but it also limits the amount of instructional time that's is lost to off-topic or untimely questions. Whenever possible, I will attempt to answer all questions within the final 5 minutes of class prior to dismissal.

1. **Level One** - Not urgent questions that can be answered the following class period. For example, the class is discussing costume construction and a scholar asks, ***"When's the next football game?"***
2. **Level Two** - Important questions that can wait until the end of the period. It may be important but is currently off-topic. For example, the class is discussing costume construction and a scholar asks, ***"What's the homework for this week?"***
3. **Level Three** - Question is urgent and must be addressed ASAP. For example we are discussing costume construction and a scholar asks, ***"Should our costume design reflect the play we're currently analyzing?"***

Front Door Policy: When entering the classroom or the theatre, all scholars should enter through the front door only. No exceptions.

No Go List: As both a scholar and an artist in VAPA, students must meet all expectations including maintaining their GPA. If students fall below a 2.0, they will be placed on the “No Go List” at the start of each quarter. This means they will not be able to participate in competitions or league activities or go on industry and work-based field trips.

Call Board: Artist updates related to theatre, whether acting or tech, will be placed on the call board. This includes rehearsal schedules or upcoming auditions. Students should regularly check this board for important updates and information.

Calendar: Student assignments and due dates will be placed on the large calendar in class. It is the scholar’s responsibility to regularly check the calendar and update their agendas accordingly.

Language of the Discipline: In this field terms are a large part of what we do. It is important that scholars and artists are able to use industry jargon in order to be successful. Students will be held responsible for mastering the language of the discipline.

Use of Technology & Electronics: In the class students will often need to use technology and electronic devices in order to participate. The rationale behind this is three-fold. For one, students must learn to adapt with the times and increasing rigor of technology in the workforce. In order to master certain 21st century skills, students must regularly use the technology in order to grow. Second, I have found that most students have several electronic devices at their disposal. I have also found several applications and online platforms that can help assist in their academic development and growth as an artist. It is my responsibility to teach students how to be resourceful and employ whatever tools they have in order to get where they need to go. Lastly, in an effort to model an eco-friendly classroom, I am encouraging students to collaborate via Google or other platforms as much as possible. With that said, several materials and resources will be made available online.

While In Class: Students are only allowed to use electronic devices as instructed. If devices are used without my expressed permission, the device will be confiscated and school-wide procedures will be enforced.

Digital Applications:

While in class, students will be instructed on which applications are necessary to download. All downloads are free.

Edmodo	Skitch	Remind	Improv 4 Biz
Kindle	Digital Theatre Words	iO Improv	Improv Buddy
Google Docs	Theatre Mania Magazine	Instructables	Autodesk 360
Google Drive	Magin Plan	123D Make	Dictionary.com
Evernote	Sortly	123D Catch	Boards

Artist Online Profiles: As a way to highlight student work and achievement in the arts, our community, and academically, students will nominate a peer to profile online. These students will have a brief bio and photo posted to congratulate them on their success. ***Students whose parents have not agreed to the photo/film waiver will not be highlighted online.***

Warm Up Leaders: Each day, as scholars enter the room, one student will pull a card from the pocket calendar on the wall, corresponding with the date of course. Each card will help to randomly select a scholar responsible for leading the day’s set of warm-ups. This student is also the designated “Answer Holder” for the day. In the event I am unable to get to a student in need of help, this student can offer assistance to their peer.

Dismissal: As the age old adage goes, “The bell doesn't dismiss you. I dismiss you.” While I am not an “old school” teacher, there are some things I believe my mentors and predecessors got right; this is one of them. It is very important to me that I honor my students, their time, and greet them with the respect they deserve. I will greet them at the door each day and check-in with them. I will begin class on time. I will end class on time. More importantly, I stick with this rule because it allows me the opportunity to ensure all scholars are aware of the homework, as well as respectfully dismiss students with a proper goodbye

Nyman Hall: Class will be held in 15-2 unless instructed otherwise. Nyman Hall, however, is our home. It is to be treated as such. The space is a sacred one and should be protected by all artists and stakeholders. For starters, there are absolutely no food or drinks allowed in the theatre unless it is bottled water. Rehearsals will begin and end on time so long as artist are working as scheduled. If artist are not meeting rehearsal norms and expectations, then they may be held after their call times.

VAPA Leadership: All VAPA students are encourage to join VAPA Student Leadership in order to affect change on an academy-wide level.

Important Documents

Attached are several documents that will allow students to participate and be successful this school year. Please review each one closely with your child and return all necessary documents. All of these documents will be made available online. You may also complete consent forms online as well.

- Student and Parent Agreement
- Emergency Form
- Production Participation
- Commitment to Repay Fees
- Parent Involvement
- Hazard Waiver
- Media Waiver

Amendments

Additional Course Content Descriptions:

- I. Introduction to the stage & Stage Safety: Stage types, Areas of the stage, Curtains and Rigging Introduction.
- II. Make-up: Make up supplies and application techniques, special effects make up.
- III. Jobs in the Theatre: The many people it takes to produce a show and the jobs that they do.
- IV. Scenic Construction: Physical construction of scenery, painting and texturing techniques, evaluating scene designs, building.
- V. Costume Design: Designing and selecting costumes for production. Researching costume periods and styles.
- VI. Scene Design Basics: Types of design media, genres of design, analysis of the script. Drafting, creating scene designs for specific scripts, Justifying and explaining design choices, presenting designs.
- VII. Lighting: History of stage lighting, lighting safety and types of fixtures Electronic control of stage lighting, Intelligent Lighting Controls, Designing for the stage using color, intensity and line.
- VIII. Properties: Construction of Props, Props management, creation of three dimensional props
- IX. Sound: Sound system basics. Sound boards, microphones, and speakers. Setting up and running sound systems, using wireless lavalier microphones, using portable sound systems, Describe how audience perception is considered in sound design.
- X. Rigging: Develop an understanding of double purchase rigging systems, counterweight and pin rail technology, and safety concerns when working with overhead rigging

Expectations of a Thespian

As a member of the School of Visual and Performing Arts & Cougar Theatre, you are expected to behave in a professional manner and are required to adhere to industry standards, procedures and rules of the theatre. Please read this contract in-depth and return the signed page.

1) STUDENT RESPONSIBILITIES

a) Physical Health

- i) Theater is a physically exhausting art form, and it requires complete concentration and great stamina. Try to eat three balanced meals a day, and get as much sleep as possible. Good health is essential to good performance.
- ii) Take care of your voice. Pay attention to how you are using your voice outside of rehearsals as well as during rehearsals. If you feel vocal strain during a rehearsal, tell the director immediately.

b) Attendance

- i) Rehearsals, crew calls, and tech rehearsals are NEVER to be missed without prior permission. Failing to comply with this procedure will result in disciplinary action and probable dismissal from the production.
- ii) If an emergency arises, call/text the director as soon as possible. If you cannot reach the director, call the assistant director. Do not send an email as email will probably not be checked until after the rehearsal is over.
- iii) The following people are the ONLY people that may excuse you from a call: the director, the assistant director.
- iv) Personal appointments should be scheduled after rehearsal. Work is not an excuse for missing a rehearsal without prior permission.

c) Punctuality

- i) All rehearsals and crew calls begin exactly on the time indicated on the rehearsal schedule.
- ii) A call of "places" means that all performers and crew involved in a particular scene must be ready to perform. They should be "in their places."
- iii) It is best to arrive at the rehearsal hall AT LEAST ten minutes prior to a call. You will need the time to get ready physically, vocally, and psychologically to rehearse. It is mandatory that you are ready to work on time.

d) On Call for Performances

- i) Be at the theater promptly at the designated time or you will be considered "absent" from the call.
- ii) There will be a sign-in sheet on the call board. You must sign yourself in. No one should sign in for you and you should not sign in for someone else.

e) The Script

- i) Keep your script with you all day and night during the rehearsal period.
- ii) Put your name in your script in pencil. Unless told otherwise, this script does not belong to you (unless you buy the script). Do not use ink to mark it.
- iii) All blocking and stage business should be marked in your script as it is given to you. Remember, write down all blocking and business in pencil.
- iv) Always rehearse with a pencil.
- v) Take thorough notes on anything told to you by the director, assistant director, 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.

f) Learning Lines

- i) Lines and blocking should be memorized by the date specified on the rehearsal schedule.
- ii) 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.
- iii) 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 cue you through your role at least once a day.
- iv) ALWAYS bring your script to rehearsal...even after you have learned your lines.

2) REHEARSALS AND PERFORMANCES: Required Behavior of Cast and Crew

a) Respect for Authority

i) Relationship to the Director

- (1) Unless you are in a scene being worked on and have a pertinent question, never approach or speak to the director while she is working with, listening to, or watching a scene in progress.
- (2) Never walk between the director and the playing area.
- (3) Do not offer directorial suggestions during the rehearsal time. If you have an idea and would like to share that idea with the director, write it down and approach the director with your idea AFTER the rehearsal.

ii) 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 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.
- (5) Anyone suspected of smoking, drinking of alcoholic beverages or using of illegal substances of any kind on or off campus before a rehearsal or a performance will result in disciplinary action. The company member will be dismissed from the production and the school will take disciplinary action.
- (6) After rehearsal, clean up everything on the stage and in the rehearsal hall...even if it is not your mess.

iii) Relationship to the Crew and with Equipment

- (1) During a scene shift, an actor should completely clear off the stage space unless he 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.
- (4) Restricted areas include: the light booth, the sound booth, the director's table, costume and prop closets, tool room and the stage manager's area. At no time are you allowed to enter these areas without permission.

iv) Guests during Rehearsals

- (1) Only people called on the call board or invited by the director will be allowed to attend rehearsals.
- (2) No unauthorized people are permitted backstage.
- (3) No company member is allowed to receive guests at the theater except after the rehearsal has ended.
- (4) Performers must be out of costume before they receive guests.

v) Rehearsal Notes: For Performance situations only

- (1) A student assistant may sit with the director and take notes concerning your performance.
- (2) You will receive these notes either in person or as a posting on the call board after each rehearsal.
- (3) When you get the notes, go over them carefully. WRITE THEM DOWN in your character journal and apply to your performance in the future.
- (4) Keep all your notes together and go over them each day just prior to your rehearsal to be sure you incorporate the suggestions in your performance.
- (5) If you do not understand a note fully, be sure and check it with either the director or assistance directory before your next rehearsal.

3) COSTUMES

a) Rehearsal Costumes

- i) If a rehearsal costume is issued to you or you are asked to provide it, you will be expected to wear it every time you are called for rehearsal until it is replaced by your performance costume. No exceptions. You may be able to leave your rehearsal costume at the theater. Rehearsal costume can be hung up on the costume rack.
- ii) Wear appropriate clothing and close-toed shoes to rehearsal. Your clothing should not restrict your movement.

b) Costume Calls

- i) A call for a costume fitting is as important and urgent as a rehearsal call. DO NOT MISS COSTUME FITTINGS.
- ii) Unless your measurements are taken and fittings are held on schedule, your costume cannot be made and/or ordered.

c) Handling a Costume

- i) These rules exist because we care about how you look on stage and because we care about what happens to the costumes.
- ii) Costumes have no life except the life the actor gives them. Find out how your costume relates to your performance.
- iii) 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.
- iv) Skirts and capes are to be held so that they do not touch the floor and are hoisted in the rear so that they are not sat upon. Trains are carried until the very moment before an entrance.

d) General Costume Reminders

- i) Your "look" is an important part of your costume and is not to be altered with prior permission. Performers may not alter their personal, everyday "look" without the prior permission from the director or costume designer.
- ii) Please take a shower before getting into costume, and please use soap, deodorant or antiperspirant.
- iii) Do not wear perfume or scented hairspray while in your costume. (Some people are allergic to these substances!)
- iv) Give valuables to the stage manager, or preferably, leave them at home. Do not leave valuables in the dressing areas.
- v) Have make-up on before putting your costume on. 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 make-up and costume.
- vi) Men, be sure you shave before reporting for your make-up call.
- vii) NEVER restyle wigs and/or hair pieces unless trained to do so. This should be done by the costume crew.
- viii) When you are wearing your costume, do not eat or drink anything.
- ix) Be careful where you sit; and be careful what you lean on.
- x) Before entering the acting area, check yourself for any item that your character would not be wearing (i.e. watches, jewelry, wallets, etc.).
- xi) Please do not touch any one's costume. This will assist in preventing confusion and loss.
- xii) Obtain your costume only from the crew member in charge of checking out costumes.
- xiii) Remove your make-up AFTER you have removed your costume.
- xiv) You must check your costume in EVERY NIGHT. You will not be dismissed until you have checked out with the crew member in charge of checking out costumes.
- xv) You may only receive guests once you have removed your costume.
- xvi) Please return costumes neatly hung on hangers by your name tag. Be sure to include all items that may be in use as part of your costume. Costumes left on the floor will result in a \$5 fine for the person who left the costume.
- xvii) Please wait while items are checked in by the costume crew.
- xviii) If your costume needs repair or adjustment, tell the stage manager and costume master.

4) PROPS

a) Rehearsal Props

- i) The actor should be aware, at all times, when her/his hand is occupied with props.
- ii) 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.
- iii) If you cannot find a rehearsal prop, substitute one of your own devising rather than going onstage during rehearsal without one.
- iv) Treat rehearsal props with as much care as you would performance props.
- v) Always keep rehearsal props on the prop table or in the prop closet when not in use.
- vi) **NEVER TOUCH A WEAPON unless assigned to do so.**

b) Performance Props

- i) Never touch a prop unless you are the character assigned to use that prop.
- ii) Always return your props to their assigned spot in the on-stage prop closet as soon as you leave the acting area.
- iii) Never sit on stage furniture back stage. NEVER!
- iv) Report broken props to the assistant stage manager and/or prop master immediately. If you don't tell someone, it won't get fixed.

5) TECHNICAL REHEARSAL, DRESS REHEARSAL AND PERFORMANCE PROCEDURES

- a) During the technical/dress rehearsal period, it will be necessary to have the complete cooperation of the entire production company.
- b) The director and stage manager will conduct the progression of these rehearsals/performances.
- c) She/he may cut from scene to scene (cue to cue), depending upon the needs of the designers, directors, and staff.
- d) Anyone may stop a rehearsal if she/he feels that she/he is being put into an unsafe position.
- e) Remain attentive and do not engage in unnecessary conversation.
- f) At no time should you question the authority of the stage manager and crew hands. Even if you disagree with a procedure, comply with the directions given to you. The only exception to this is if you feel a situation is unsafe or if you feel your life is in danger.
- g) Actors must help the technicians by remaining in character and following the prescribed "timing" during these rehearsals.
- h) During the technical rehearsal, wear clothing that is close to the color of your performance costume. Do not wear WHITE or BLACK unless your character will be wearing white or black.

6) SET BUILDING AND WORK CALLS

- a) For set building and work days, attendance is recommended.

i) General Safety Rules:

- (1) Ask the supervisor to approve all your work.
- (2) Report all injuries, no matter how slight, to the supervisor, immediately.
- (3) Wear closed-toed shoes. (No sandals or flip flops!)
- (4) Be sure clothes are safe and suitable for scene construction.
- (5) Remove or tuck in any loose clothing. Roll loose sleeves above the elbow.
- (6) Keep long and/or loose hair pulled back and away from the face and equipment.
- (7) Report to the supervisor any equipment that may not be working properly.
- (8) Keep the floor clear of scraps and litter.
- (9) Exercise care in handling large, heavy, and/or long pieces of material or equipment (i.e. flats, wagons, set pieces, furniture, etc.).

ii) Work Clothing and Shoes:

- (1) Wear or bring clothes and shoes that are suitable for painting and construction. You will need them while working on the set.

iii) Clean Up:

- (1) Each tech crew meeting will end with a 15 minute clean up period. Each student is expected to pick up after himself and must help in general clean-up. All paint cans and brushes must be cleaned. The stage area should be cleaned and swept. If working in the light/sound booth, all equipment must be put away properly and covered. The booth should be free of papers, wrappers, and personal items.

iv) Strike Procedure:

- (1) Striking the set is the process of taking the set down. Once the final performance is over it is required to clean and strike the set, within one week of the show's close.

RULES OF THE THEATER

A violation of any of the following rules will be considered a flagrant disregard for the welfare and safety of the production company. Such violations will NOT be tolerated and the offender may be subject to dismissal from the company.

1. 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 director.
2. Respect the authority of the stage manager and/or assistant directors.
- 3 Never leave the rehearsal space or the theatre until you have released by the director, assistant director, or stage manager. Only these people have the authority to release you.
4. During the run of a show, you are to never 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.
6. Never speak or approach an actor waiting for an entrance.
7. Never touch a piece of lighting, sound, or stage equipment except in the performance of your duty.
8. 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, unless directed or for part of a performance.
9. Be ready for your entrances.
10. Do not loiter in the wings.
11. Never leave the theater in any part of your costume.
12. Eating, and/or drinking in the theater, backstage, or in the dressing rooms is not permitted.
13. Never play tricks or jokes backstage or onstage.
14. Never enter the technical areas unless you are assigned to do so.
15. Absolute silence must prevail backstage during rehearsals and throughout the performance, except where communication is necessary to properly expedite work delegated to the cast.
16. Always remember you are a part of the team. The crew and the performers are working towards the same result. Respect the part that each of us plays in the production.
17. Be on time and ready to do your best.
18. Complete and utilize your character preparation.
19. Check your attitudes and egos at the door.

Parent and Student Agreement:

Please contact me with any questions or concerns you have at any time during the marking period. Parents are encouraged to communicate with me via telephone or email at owoimahachurche@centinela.k12.ca.us. Please sign, detach, and return the following portion acknowledging that you have read, understood, and **agree** to the above syllabus.

By signing this form, I acknowledge that I have read and understand everything in this document.

Entiendo este documento y estoy de acuerdo con toda la información contenida.

I, _____, have read this syllabus and fully understand what is expected of me as a student.

Student Signature _____ Date _____

Student Email Address _____ Student Phone (OPTIONAL) _____

I, _____, have read this syllabus and fully understand what is expected of my daughter/son. Further, I commit to maintaining open lines of communication with the teacher and school in order to help my child reach her/his full potential.

Parent Signature _____ Date _____

Parent Email Address _____ Parent Phone _____

Emergency Form

Complete and return to instructor.

Name:	Grade:	Age:
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Address:

Please list any significant health problems that might be significant to a physician evaluating your child in case of an emergency:

Please list any allergies to medications, etc.

Has student been prescribed an inhaler or epipen?

Is student presently taking medication? If so, what type?

Does student wear contact lenses?

Daytime Phone (In case of emergency):	Evening Phone (In case of emergency):	Relationship to Student:
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I, _____ certify all the above information is correct.

Parent/Guardian (Print Name):

EMERGENCY AUTHORIZATION: In the event I cannot be reached in an emergency, I hereby give permission to physicians selected by the teachers and staff of Hawthorne High School to hospitalize, secure proper treatment for and to order injection and/or anesthesia and/or surgery for my child.

Parent/Guardian Signature:	Date:
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Emergency Contact Info

Name:	Relationship:
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Address:

Home Phone:	Work Phone:	Cell Phone:
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Name:	Relationship:
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Address:

Home Phone:	Work Phone:	Cell Phone:
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Production Participation

Dear Parent/Guardian,

This is a letter to inform you that you child has been casted in a Hawthorne High School production. The performance dates are:

Attached you will find the rehearsal schedule. Students will receive a calendar that informs them what days they are needed. The three weeks prior to show dates are known as a “technical run”. The technical run is very important to the production and attendance is mandatory; some rehearsals may require students to stay past 6pm, but no later than 7pm. The students must maintain a GPA of 2.5 to be involved in the production; study hall/tutoring will be open for those students that require it. Prior to any important performances or trips, students will be required to have their teachers complete a Grade Check.If ever the student’s GPA falls below the required score, they will be “benched” until further notice as well as placed on the ‘No Go’ List. Thank you in advance for your support.

Please sign and date below and return:

I hereby give consent for my son/daughter, _____ to participate in all School of Visual and Performing Art’s production, including but not limited to, the Fall theatre production and the Spring musical.

Parent/Guardian Signature:

Date:

Commitment to Repay Fees

All students who are cast to participate in a department competition or festival, including but not limited to local or national conferences, are expected to follow through with their commitment. In the event a student fails to attend a competition (or other paid event), that student's parent may be held responsible for repaying the costs of their child's participation. This might include entrance fees, travel costs, and/or lunch.

I hereby understand the above and consent on behalf of my son/daughter,

_____.

Parent/Guardian Signature:

Date:

Parent Involvement

The success of any student, school, and performing arts program relies heavily on the involvement of parents and community members. With that in mind, any help or additional support you might be able to offer is greatly appreciated. If you are able to be involved with our production(s), competitions, and other events, please indicate how by filling out the form below.

I would like to be a parent volunteer on one (or more) of the following committees (Please check):

- Publicity/Group Sales
- Posters/Banners
- Program Ads/Opportunity
- Program
- Box Office/Tickets
- Set Construction/Painting
- Costumes
- Makeup/Hair
- Dressing Rooms
- Tech. Week Meals
- Show T-Shirts
- Recording
- Props
- Concessions
- Ushers
- Donation(s) or item purchase
- Chaperone

Parent/Guardian Name:

Phone:

Email:

Hazard

I am aware that my child will be involved in the normal hazards of the theatre industry. In consideration of acceptance of this application, intending to be legally bound, hereby, for ourselves, our heirs, executors and administrators waive and release all rights and claims that may arise against HHS VAPA Academy & Cougar Theatre, and any persons affiliated with camp/workshops/school site/district. I also understand that my child’s involvement might require athletic or physical activities and acknowledge my son/daughter may risk physical injury. I further agree to indemnify and hold harmless Hawthorne High School VAPA, its instructors, officers, directors, and choreographers against any liability resulting from any injury that may occur to the student while participating in activities

Student Name:	Parent Email:
Parent Name:	Parent Phone
Parent Signature:	Date:

Media Waiver

I hereby grant HHS VAPA Academy and Cougar Theatre full rights to copyright, exhibit, and publish in any medium including, but not limited to, editorial, illustration, promotion, advertising, internet, or photographs and video taken by HHS VAPA Academy and its agents of my child.

Student Name:	Parent Email:
Parent Name:	Parent Phone
Parent Signature:	Date: