

DOBIE HIGH SCHOOL

Theatre Arts Department

MANUAL OF POLICIES AND PROCEDURES

The purpose of this manual is to clearly define the necessary rules and accepted practices of the Theatre Arts Department of DOBIE High School. It is the goal that the productions and the experiences for all involved will be more rewarding because of everyone's commitment to excellence. Students wishing to participate in a DOBIE Theatre production need to be familiar with *all sections* of the DOBIE Theatre Manual of Policies and Procedures

Faculty

Juliet Weigand, Head Director
Santiago Sepeda, Technical Director
Scotty Fults, Associate Director
Brian Upchurch, Associate Director

DOBIE Theatre Department Mission Statement:

We radiate ideals of humanity and stand as an example of leadership and citizenship for others to follow. The more we succeed in our goals, the more we immerse the audience; the more immersed we are, the more we all walk away with. The lines between giving and receiving are blurred, until they become one idea, which changes all who are involved. Through our creative outlet we explore new opportunities as we challenge ourselves and others to become better people while broadening our horizons. We strive to create a legacy driven by expanding knowledge and enhancing preparation for a life full of endless possibilities. Using our newly developed skills, we can build a stronger department based upon our love for our craft. In turn, we become an organization devoted to giving back as much or more as we receive.

International Thespian Society Pledge:

"I promise to uphold the aims and ideals of The International Thespian Society. I am a student of theatre and excellence is my ideal. I promise to perform my part as well as I can; to accept praise and criticism with grace; to cooperate with my fellow Thespians and work for the good of the troupe; and to share my love of theatre. Act well your part, there all the honor lies."

Philosophies of the DOBIE High School Theatre Arts Department:

A Theatre is a Temple where Art is created—it should be treated with Reverence and Respect.

A Theatre is where Plays are performed, not for play.

Theatre is a place to escape the problems of our lives while examining and celebrating the lives of others.

Having fun in Theatre comes from putting forth effort, being disciplined, and doing the job correctly.

General Rules and Procedures:

1. All theatre participants must follow all directives and meet all deadlines of the Directors, Stage Managers and troupe officers.
2. Behavior and image are two important factors for drama students because people in drama are continuously on display. Students should use appropriate and positive words and actions at all times. Speak of/to others in an appropriate and positive way in person and on social media. Students should not take part in any action or continuously engage in any activity that could be perceived as diminishing the integrity of the DOBIE Theatre Department.
3. All drama students should check the callboard daily for crew, casting, or general departmental announcements. Negligence in reading the callboard is no excuse for missing an assignment or rehearsal. An effort will be made to post announcements on remind as well.
4. Theatre offices, costume closets, prop closets, tech closets, auditorium, light & sound booths, dressing rooms, etc. are areas designated for students completing assigned theatre duties. Students should never use these areas to congregate or “hang out”. Only students assigned may work in these areas.
5. In addition to a sincerely cooperative attitude, a good performer or technician brings to the rehearsal the well sharpened tools of his craft, which include creative enthusiasm and an alert imagination. Please try to get the rest, eat a proper diet, and drink plenty of water. This will promote good health and energy!
6. Communicate with your family. They will see you less often and seldom understand the commitment and added workload encountered with a production. Tell them things that are going on at rehearsal that you might have never experienced doing some other activity. Tell them about the show, things you are learning about yourself and others, events in history, and how you think the show is progressing.
7. Members of the Dobie Theatre Department are expected to maintain grade requirements in all classes. Failure is not an option. Tutorials are mandatory.
8. The pursuit of interpersonal relationships with romantic intentions will not be permitted during rehearsals or performances. Absolutely no PDA is permitted at any time.
9. Any form of graffiti in and around the Fine Arts Department will not be tolerated.
10. The use of cell phones and/or other electronic devices is NOT permitted during rehearsals, performances, or meetings, and these devices must be turned into Stage Manager prior to call time. Any electronic device seen will result in disciplinary consequences.
11. All students involved in a production must participate in strike. Points will not be awarded to any student who fails to complete strike duties, and they may be excluded from the next production.
12. Foul, obscene language will not be tolerated in the Dobie Theatre department.
13. Any suspected use of illegal substances of any kind on or off campus before a rehearsal or a performance will result in immediate disciplinary action. The company member will be dismissed from the production and the school will take disciplinary action.

Auditorium Rules:

1. No Food or drink may be brought into the auditorium or anywhere in the Theatre areas unless otherwise specified by a Director. Bottled water is permissible.
2. Use of photography is not permissible in the theatre during performances without director permission.
3. Only Director approved videotaping can take place during the performance.
4. Sitting on or crossing over the back of seats, walking or sitting on the arm rests, placing feet on seats, or standing on the seats is not permitted.
5. Spectators and children from the audience are not allowed to be on the stage at any time before, during, or after the production.
6. Audience members, including children, should remain in their seats at all times during the performance and are not permitted to horseplay or run in the theatre.
7. Always use the stairs to go from house to stage or stage to house.
8. Jumping on or off the stage is unacceptable except when blocked to do so in the action of the play.
9. The fronts of the curtains are NOT to be touched by human skin.

Auditioning/Casting/ Understudy Procedures:

1. Casting of all shows and productions in the DOBIE Drama Department is at the sole discretion of the Directors. Once a student is cast in a role, they may not turn that part down. If this is done, the student will be ineligible for casting in the next DOBIE Theatre production.
2. All students enrolled in Theatre III & IV classes are required to audition or interview for crew, and participate in all productions.
3. All schedule conflicts MUST be reported on the audition/interview form prior to casting. Failure to communicate conflicts may result in expulsion from the production.
4. Students should accept any role assigned by the director. If you are not cast, accept the director's decision with grace.
5. Understudies/Alternates are expected to be prepared to perform their roles at an equivalent level to those whom they are assigned to understudy. Know your lines and blocking.
6. In the event of a re-casting situation, an understudy would be considered for, but not guaranteed a role; accept the director's decision with grace.
7. All understudies/alternates are called for every rehearsal/performance for which that part is called.
8. Every person in the production needs to be aware of the script and be able to step in for any role.

Rehearsal Attendance:

1. Students MUST arrive at least 15 minutes before the rehearsal is scheduled to begin in order to: dress in rehearsal attire, set/check props, and warm-up vocally and physically, so that the rehearsal can begin at call time. Arriving at call time is unacceptable.
2. If you are not in the rehearsal space at the scheduled rehearsal time, you are late. Showing up early to the space then leaving, negates your early arrival.
3. If you are ill and must stay home from school, you MUST contact your director at the beginning of the school day. Failure to notify your director in a timely manner is unacceptable, and will be considered an unexcused absence.
4. Students may not leave rehearsal or performances early without the Director's permission.
5. Students are expected to communicate any attendance issues to Stage Managers once approved by the Director.
6. Actors must be present at all rehearsals for which they are called. Participants have made a commitment to this production. Family trips, school trips, punishment (detention/being grounded), doctor's appointments, voice/dance lessons, and just "bad days" in general are not acceptable for your absence from a rehearsal. Please schedule such appointments on a day you are not called for rehearsal. Any previous conflicts were listed on the audition form. Please take as much time arranging your schedule as the directors take arranging the rehearsal schedule to accommodate as many people as possible.
7. Attendance at all mandatory rehearsals is required. Only extremely serious matters that are approved by the Director are sufficient excuses to miss mandatory rehearsals, such as technical and dress rehearsals. If such an emergency arises, notification should be given directly to the Director for approval as soon as the student is aware that they cannot meet this commitment.
8. One unexcused absence from rehearsal may be grounds for replacement.
9. Three tardies will be considered one unexcused absence.
10. If you are going to be more than 5 minutes late to a rehearsal or a performance call time, you must call the Director or current Stage Managers in advance. *This will not excuse tardiness. It is a procedure required as a courtesy and for your personal welfare.*

Actor Rehearsal and Performance Procedures:

1. Lines and blocking should be memorized by the date specified on the rehearsal schedule.
2. Do not approach the director during rehearsal, if you have an emergency speak to the stage manager.
3. Do not offer directorial suggestions during the rehearsal time. Any ideas you would like to share with the director, should be saved for AFTER the rehearsal or during notes.
4. Rehearsal is a time for focused working. Conversations in the theatre, on or off stage, are NEVER appropriate during rehearsals.

5. Actors must follow all orders by the Directors and Stage Managers, and cooperate with other actors, technicians, and participants in the production.
6. Call time before a dress rehearsal or performance should be set aside for focusing and quiet preparation. Chatting, goofing off, and playing music is not appropriate when preparing to perform.
7. Actors should dress appropriately for rehearsal. (Loose fitting clothes, close-toed rehearsal shoes, rehearsal skirts, or assigned rehearsal clothes.) Clothing and shoes should not impede movement.
8. Actors are responsible for pencils, character journal, and scripts at all times and must have these items with them at EVERY rehearsal.
9. Props and set pieces should not be moved, played with, touched, or sat upon except in the given action of the play.
10. Hairstyles and make-up will be dictated by the character, period of the play, and design concept. Final decisions about hair and make-up are made by the director. Please do not complain about the color or style of the costume. However, fitting concerns should be notified to the director or stage manager.
11. Personal issues should be dealt with outside of the performing and rehearsing times.
12. Actors should only be in designated rehearsal areas at all times at all rehearsals.
13. Actors should keep their personal items in designated areas in plain view of the Stage Manager.
14. All rehearsals are closed. Guests must be cleared through the director.
15. ABSOLUTELY NO HORSEPLAY! Never play tricks or jokes backstage, onstage, or in the theatre.
16. Do not disrespect the playwright or the director by altering the play during performance.
17. Each participant should treat fellow workers with courtesy and respect.
18. Any additional time you may have during rehearsals should be utilized to study lines, develop character journal, or to complete homework.
19. Guests should never be permitted backstage. Only cast, crew, & directors are permitted in backstage areas.
20. "Breaking Curtain" (peeking out to the audience) before the show, during the show, or at intermission is considered extremely bad etiquette and is not permitted.
21. In American theatre, the presentation of gifts and flowers in front of the audience at curtain call is considered very bad etiquette and is not permitted.

Dressing Room/Costume Care Rules:

1. During the period of dress rehearsals and performances, students are not permitted in the dressing room of the opposite sex except for approved make-up and costume crew times while performing their duties as specified by the Director.
2. Dressing rooms are locked at all times, and access is prohibited unless otherwise instructed by a Director.
3. Only cast members or specified crew members are permitted in the dressing room two hours prior to every performance. No visitors are allowed in the dressing room.
4. Each actor is responsible for cleaning make-up areas after each rehearsal and performance. Including closing all makeup containers and collecting all hair accessories in one place.
5. Dressing room mirrors are to remain clean at all times. Any writing or obstructive decoration on or around them is not permitted. Mirrors are to assist in the physical preparation for a production, not for socializing with other cast members.
6. All make-up procedures must be carried out through the entire production of the show.
7. Costumes WILL BE treated with care. Actors must hang up all costume pieces. Items worn as costumes never leave the theatre during the dress rehearsal and performance period, except when taken for cleaning and/or repairs, and only when approved by the costume crew head or designer. The performer never takes any part of their costume home, even if it is their own property, until strike.
8. Sitting, standing, or lying on the dressing room counters is prohibited.
9. Stage make-up and costumes are not to be worn in public and must be removed before leaving the theatre. Pictures in costumes with parents and family will be set at a designated place and time.
10. Any maintenance or sanitation issues in the dressing rooms should be brought to a Director's attention.
11. Light bulbs must be free and clear from any and all obstructive items.
12. Costumes/clothing articles/accessories/make-up are not to be used unless designated/assigned to you by a director or designer.
13. You must check in and out your costume and wigs EVERY NIGHT. You will not be dismissed until you have checked out with the costume crew member. Phones will be surrendered to the stage manager before check in and returned after check out.
14. Please return costumes and wigs neatly hung on hangers by your name tag. If the garment is too heavy for one hanger, hang it on several. Be sure to include all items that may be in use as part of your costume in your accessory bag. Costumes left on the floor will result in disciplinary consequences for the person who left the costume on the floor. The excuse "I hung it up before I left" is unacceptable.
15. Any costume maintenance should be reported immediately.

Technical Personnel: Crew and Performance Procedures:

1. All technical crew members must attend technical orientation before they may attend a technical crew.
2. The technical crew is responsible for the same rehearsal and performance procedures and expectations as the actors for all rehearsals and crew for which they are called.
3. Crew members must follow all orders by the Directors and Stage Managers and cooperate with the actors, other technicians, and participants in the production.
4. Assistant Technical Director, Stage Managers, Foreman and Crew Heads should be treated with the same respect as a Director.
5. All schedule conflicts, including specific dates and times, should be reported on the technical contract.
6. Technical members selected for a technical crew are required to attend all appropriate crew calls; crew members will only get points for the crew calls for which they attend.
7. Backstage behavior MUST be professional and silent at all times.
8. Fly lines (white ropes at stage right which make battens raise and lower), electric battens (the electric light wenchers controlled from stage right that set the height of the lighting instruments), and curtains should never be operated by anyone except trained technical personnel with approval from a Director. Missuses could result in injury or death.
9. The traveler lines are the curtains that open and close left and right across the stage by pulling of a rope. These curtains should only be operated after the curtain is clear of obstructions. They should be pulled at an even and consistent speed with a hand over hand method, and should not be jerked.
10. The walk-along curtain lines (black curtains on the sides and across the stage that are to be pulled into position by hand) should only be handled by the back of the curtain and moved by technical personnel with approval from a director.
11. The curtains may not be roped off to get them further off stage.
12. Nothing can be pinned or clamped to the front of the curtains.
13. Climbing on the fly rail is not permitted.
14. All furniture and scenery must be carried or rolled on the stage floor; no dragging or sliding. All furniture must be put in the proper place at the end of rehearsal or performance.
15. Only technical personnel approved by a Director are permitted in the control booth, on the catwalk, or the tech closet.
16. Only trained and approved personnel are permitted to operate the light and sound boards.
17. Only technical personnel approved by a Director may be on headset. The conversation must be professional and limited to things directly pertaining to the technical aspects of the performance.

18. All microphones and headsets must be properly put up in the designated area at the end of each rehearsal and performance.
19. Make-up and costume crews are the only crew members permitted in the dressing rooms during the dress rehearsal and performance process. They must be performing official make-up and costume duties during specific crew times as specified by a Director or crew foreman.
20. Student technicians are responsible for the proper use of all equipment.
21. Horseplay or improper use of tools is not permitted.
22. Only trained and approved personnel are permitted to use power tools.
23. Dismantling or playing with any theatre tools is not permitted.
24. All tools are only to be used for the purpose for which they were designed.
25. Wasting of supplies is not permitted.
26. Any tool/utensil used must be properly cleaned and put back in its proper place.
27. Crew will not be dismissed until all tools and equipment have been accounted for and returned to their homes, and the work area is clean.

Procedures for Box Office/ House Staff:

1. Anyone who sells tickets or concessions must be supervised by a director.
2. All Box Office/ House staff should dress professionally and in compliance with the PISD dress code since they are representing the department. Dress for working box office is white top and black pants or skirt. You are the first impression of the department and must dress the part.
3. All tickets and money are to be locked up. The individual tickets are worth as much as the money. Never leave tickets, money, and/or lock box unsupervised.
4. During each performance, one ticket seller must remain outside the locked doors. No late seating is permitted.
5. Any problems or concerns should be communicated to a director immediately.
6. The House staff and house crew must help set up the lobby, including the concession area, and prepare programs before the opening of the house.
7. During the course of the show, the ushers and House Staff are to remain in the auditorium in their designated areas. They are not to leave or go backstage (unless otherwise told to do so by the House Manager or a Director).
8. Ushers and House Staff are not allowed in the dressing rooms during the performance process.
9. All House Staff and ushers are to obey the House Manager at all times (as they would the Director).
10. Ushers are to hand out programs, solve problems, notify director of emergencies, and answer any questions that may be asked by the audience.
11. In the event of a disrespectful, unruly, or inappropriate audience member, the Usher is expected to remain respectful at all times. If the problem cannot be solved, alert a House Manager, Director, or School Administrator in that order if additional help is necessary.
12. At the end of each performance, the House Staff must clean up the house, lobby, and concession areas and return all equipment, including signs, tables, chairs, t-shirts, and programs to their appropriate places before they are dismissed.
13. All Box office/House Staff members must be professional, respectful, courteous, and helpful to all audience members at all times. Any disrespect to a theatregoer or the House Manager can result in the loss of points earned for the show, dismissal, MOPAP consequences, and not being considered for such a role again.

Thespian Membership and Point Policy:

1. To be eligible to become an Official Thespian, ten points (in multiple areas) are required. If the points are strictly in one area, 12 points are needed. To become an Official Thespian, you must pay dues and be initiated at the Drama Banquet.
2. Points are assigned in a manner based on the intention of the International Thespian Society Points Policy, which states that one point is equivalent to ten hours of work. However, they will be adjusted and fairly distributed on a case-by-case basis.
3. All hours for strike must be completed before any points will be awarded for that show.
4. Any outstanding fees will result in no points being awarded until fees are paid.
5. Seeing or viewing a show is $\frac{1}{4}$ of a point. This allows you to see as many shows as you want. These points are miscellaneous.
6. No points are awarded for any class assignment or when financial compensation is received.
7. To receive points the guidelines must be followed as laid out by the Points officer.
8. Students transferring from a different school must have a letter from their previous director stating all work done and all points earned. (These points will not count toward a DOBIE HS letter jacket.)

Letter Jacket Requirements:

1. To letter in Theatre, one must have a total accumulation of 30 thespian points that are directly related to the DOBIE Theatre Department and does not include miscellaneous points. Within those 30 points, at least one point must be for acting, at least five points must be for technical work, and at least five points for business.
2. If a student has received a jacket in another organization they cannot receive one for theatre, only a patch.

STAGE Membership:

1. To be a DOBIE Theatre member you must have a MOPAP and a Directory sheet on file.
2. In order for DOBIE Theatre members to vote for officer elections they must have attended 7 meetings including the May meeting and earned at least five DHS thespian points.

Running for Office:

1. You must be a DOBIE Theatre member.
2. You must meet the requirements for Thespian membership of the DOBIE Troupe #1790
3. All candidates must attend officer candidate orientation prior to running for office at which the Officer Constitution will be dispersed as well as all requirements for running.
4. All requirements in the Officer Constitution must be met.

Description of Board Positions

President: Calls meetings (board and general) to order, presides over all meetings, encourages other officers to fulfill their duties, recognizes those who want to speak at meetings, maintains communication between officer board and directors, makes meeting agenda and gives to Secretary to be typed for the Troupe Meetings, sends periodic mailers to Troupe members and parents, creates officer calendar, keeps order at meetings (board and general), keeps attendance for meetings (board and general), gives copies of attendance to the Secretary and President, manages demerit system, keeps track of Manual of Policies and Procedures, technical contracts, and audition contracts, and updates when revised, organizes and revises Troupe spreadsheet, and transfers the points from the written points sheets to the database in the computer.

Vice President: Carries out President's duties in their absence, notifies and communicates with committees, DOBIE Theatre Booster Club, and chair persons, makes sure committee chairpersons are fulfilling their duties, keeps track of President's demerits, keeps track of ITS membership, makes a communication directory of all Troupe members, maintains suggestion box, and coordinates projects of community service. Maintains communication with Thompson and Beverly Hills Junior High Theatre and San Jacinto College Theatre.

Secretary: Keeps minutes of Troupe meetings, posts minutes on callboard, gives a copy of all minutes to President, directors, and administrators, makes copies and distributes agenda for Troupe meetings, keeps a copy of the agenda for all meetings, corresponds with other troupes and organizations as necessary, gives Thank-You notes as necessary, updates sponsor and parent address labels, coordinates all Troupe mailers, collects bios from cast members, and makes programs for all shows.

Business Manager: Organizes ticket sales and reservations, heads ticket crews, trains ushers, keeps track of fundraisers, counts tickets, prepares an audit of all shows, makes a total production budget record for each show, makes sure President, directors and administrators receive a copy of audit report and budget report and new forms, and coordinates sponsor information received from secretary and vice president.

Publicity Manager: In charge of publicizing all productions, meetings, and other Troupe activities, leads publicity crews, communicates events through posters, announcements at the high school, and on the radio, sends press releases to local newspapers, and heads T-Shirt sales.

Historian: Collects and takes photos and arranges for the videotaping of all productions, rehearsals, trips, crews, meetings, and all other Troupe events. Coordinates the slide show for the Troupe Banquet, creates a comprehensive memory book of the year, corresponds with yearbook, maintains the drama callboards, and designs the Troupe page for each Troupe meeting, coordinates year in review, keeps track of all mentions in the newspaper, is responsible for departmental signs, trains video crew, creates a lobby display for productions, including bios and photos of people involved, and maintains departmental instructional signs.

Points Manager: Keeps an up-to-date database of all Thespian points that have been awarded for all tasks performed in the department and elsewhere, updates point sheets, informs Directors and Parliamentarian when a letter jacket is obtained, and posts points periodically on the callboard one week before each Troupe meeting. All points must be recorded after a performance is completed. Points are not finalized until director approves. Gives a copy of points to secretary, Directors, and President.

Media Coordinator: Organizes scripts, magazines, newspapers, newsletters, and all media equipment in the department. Updates list of scripts in library, devises/maintains a system for script check-out/in, maintains monologue/scene notebook, updates Troupe website and the Master Calendar, produces the Troupe slide show.

ITS Points Policy

One point represents approximately ten hours of work

Acting Points:

| | |
|----------------|-----|
| Major Role | 4-8 |
| Walk-On | 1-2 |
| Dancer | 1-3 |
| Director | 4-8 |
| Vocal Director | 3-6 |
| Choreographer | 4-7 |

| | |
|-------------------------|-----|
| Minor Role | 3-5 |
| Chorus | 1-3 |
| Understudy | 1-2 |
| Assistant Director | 3-6 |
| Assistant Vocal | 2-5 |
| Assistant Choreographer | 3-5 |

Technical Points:

| | |
|---------------------|-----|
| Stage Manager | 4-8 |
| Lighting Technician | 3-6 |
| Set Designer | 4-5 |
| Costumer | 3-6 |
| Prop Manager | 3-5 |
| Sound Technician | 3-5 |
| Make-up Manager | 3-5 |

| | |
|------------------|-----|
| Stage Crew | 2-4 |
| Lighting Crew | 2-3 |
| Set Construction | 3-5 |
| Costume Crew | 2-5 |
| Prop Crew | 2-3 |
| Sound Crew | 2-3 |

Business Points:

| | |
|-------------------|-----|
| Business Manager | 4-6 |
| Publicity Manager | 3-5 |
| Ticket Manager | 2-4 |
| House Manager | 2-4 |
| Programs | 1-3 |
| Ushers | 1-2 |

| | |
|----------------|-----|
| Business Crew | 2-4 |
| Publicity Crew | 2-3 |
| Ticket Crew | 1-3 |
| House Crew | 1-2 |
| Program Crew | 1-2 |

Miscellaneous Points:

| | |
|--------------------------------------|---|
| Oral Interpretation | 2 |
| Participation in theatre festival | 3 |
| Attending a performance | ¼ |

| | |
|--------------------|---|
| Duet Acting Scenes | 2 |
| Assembly Program | 1 |

- Points will be assigned by the Points officer and approved by the Directors.
- The maximum number of points that can be earned for one production is eight points; this may only be altered at the discretion of a Director.
- A One-Star Thespian has earned a total of 20 points.
- A Two-Star Thespian has earned a total of 35 points.
- A Three-Star Thespian has earned a total of 50 points.
- A Four-Star Thespian has earned a total of 65 points.
- An Honor Thespian has earned a total of 80 points.

DOBIE THEATRE:

Infractions and Consequences

The goal of the Troupe is to provide a quality experience in all areas of theatre education. All students involved are expected to follow all rules and procedures outlined by the Manual of Policies and Procedures, without exception. In the event of a violation of the rules, the Directors will use the following guide to determine the appropriate measures of discipline. These rules are in place to ensure the safety and success of all students involved. In addition, all DOBIE High School Student Code of Conduct Rules and Regulations as well as the PISD Drug Policy are in effect for all students involved in a Troupe Activity or Production. Any infraction may receive the consequences deemed appropriate by the student's principal or local authority. Failure to fulfill the consequences given for an infraction will result in an additional, higher level consequence.

| | <u>Infractions such as, but not limited to:</u> | <u>Examples of Consequences for each level can include, but are not limited to:</u> |
|----------------|--|---|
| <u>Level A</u> | <ul style="list-style-type: none"> • Tardiness • Jumping off stage / walking on lip • Leaving trash out • Leaving tools out • Inappropriate attire at rehearsals • Dressing room infractions • Cell phones at rehearsal | <ul style="list-style-type: none"> • Physical activities (i.e. laps around auditorium) • Cleaning duty of drama area • Cleaning duty of paint buckets and brushes • Sweeping stage • General theatre tasks |
| <u>Level B</u> | <ul style="list-style-type: none"> • Breaking curtain • Food in unauthorized areas • Being seen by public in costume and make-up • Public Displays of affections as defined in the DHS Student Code of Conduct • Eating in Costume • Unprepared to perform assigned role in rehearsal • Lack of professionalism • Graffiti • Engaging in any activity that could be perceived as diminishing to the integrity of DOBIE Drama Dept. • Multiple or severe infractions of Level A | <ul style="list-style-type: none"> • Multiple Level A consequences • Loss or reduction of Thespian points for activity during which the infraction occurs. • One-on-one conference with student |
| <u>Level C</u> | <ul style="list-style-type: none"> • Failure to fulfill commitments • Being in opposite sex dressing room without authorization • Disrespect to the DOBIE Drama Dept., its members, Directors, or audience • Being unprepared for assigned role or duty at rehearsal or performance • Unexcused absence from rehearsal or performance • Multiple or severe infractions of Levels A and/or B | <ul style="list-style-type: none"> • Multiple consequences of Levels A and/or B • Conference with parents and/or students. • Probation from the DOBIE Drama Dept. • Notification to DHS administration • Greater loss or reduction of Thespian points for activity during which infraction occurs. |
| <u>Level D</u> | <ul style="list-style-type: none"> • Extreme disrespect to the Dobie Drama Dept., its members, Directors, or audience • Physical aggression • Violation of the PISD drug policy • Multiple or severe infractions of Levels A, B, and/or C | <ul style="list-style-type: none"> • Multiple consequences of Levels A, B, and/or C • Removal from production • District action • Police action • Greater to total loss of Thespian points for activity during which infraction occurs |

Laps Policy:

These are the general guidelines regarding laps; however other consequences from the chart may still be applied.

Late to rehearsal: 1 lap per minute (multiple tardies = increase consequences)

Leaving script in department: 5 laps

No script at necessary rehearsal: 10 laps

Unexcused absence to rehearsal: May result in expulsion. IF laps are given, it will be at director's discretion.

Inappropriate conduct: 5 (1st offense), 10 (2nd offense), 15 (3rd offense)...

Inappropriate attire: 5 (1st offense), 10 (2nd offense), 15 (3rd offense)...

Missing entrances: 5 laps

Inappropriate language: 5 (1st offense), 10 (2nd offense), 15 (3rd offense)...

Cell phone at rehearsal without permission: 10 (1st offense), 15 (2nd offense), 20 (3rd offense)...

Leaving trash in rehearsal area: 2 laps for entire company

Laps must be run before the next rehearsal; extensive laps must be run before the performance of that show.

Accumulating over 100 laps during one production is grounds for removal.

*All rules of laps are subject to the director's discretion.

**If a student is physically unable to complete laps, an alternate consequence will be made by the director.

**Laps are doubled for: Dress Rehearsals, Tech Rehearsals, Performances, all OAP rehearsals

PRINT Student's Name _____

DOBIE Theatre Department Student/Parent Commitment

I understand the rules and expectations set forth by the DOBIE Theatre Manual of Policies and Procedures vital to the safety and success of all students involved in DOBIE Theatre.

I have read and reviewed the Manual of Policies and Procedures in its entirety. I understand violation of these rules may result in disciplinary action.

Student Signature _____ **Date** _____

Parent/Guardian Name _____ **Cell#** _____

Parent/Guardian Signature _____ **Date** _____

Right to Publish/Promote Disclaimer

I consent to the use of my name, photograph, and likeness in connection with articles and web page content, media, and multi-media that may be considered for publication on the Pasadena Independent School District.

I also consent to the use of the names, photographs, and likenesses of those minor children, dependents, and/or wards for which I am authorized to give this consent.

I understand that I am not being paid a fee, and I waive and release any claims I may have in connection with publication of said names, photographs, and likenesses, including without limitation, any claim for defamation, invasion of privacy, or commercial appropriation.

Any photographs or articles will remain the copyrighted property of the Pasadena Independent School District.

Parent/ Guardian's Signature _____ **Date** _____

This form and all signatures must be turned into the Director by callbacks or crews. If the student is unable to do so, they will be ineligible for participation in the production.

Health Release Form

Dear Parent/Guardian:

Your student has the opportunity to participate in a production with DOBIE Theatre. For your student to be able to do this, you must complete the form below and return it to a director by callbacks for actors or first crew meeting for techies.

Student Name (Print) _____ Grade _____

Student ID # _____ Date of Birth _____ Student Phone # _____

Father/Stepfather _____ Work# _____ Second# _____

Mother/Stepmother _____ Work# _____ Second# _____

Alternate Emergency Contact: _____ Phone# _____ Relation _____

Student Home Address _____

Medical Information about student:

Insurance Provider _____ Policy Number _____

Existing medical condition(s) _____

_____ Date of most recent tetanus/TD booster _____

Allergies _____

Medication(s) taken routinely _____

Special Considerations _____

I, the undersigned, do hereby authorize officials of the Pasadena I.S.D. to contact persons on this sheet in the event of illness, injury, and/or inappropriate behavior of my child. If I, or persons named on this sheet, cannot be reached, P.I.S.D. school officials are hereby authorized to take whatever action is deemed necessary in their judgment, for the health and safety of said child. I realize that this form does not abrogate or modify my rights as a parent/guardian or a minor. I have voluntarily signed this form to facilitate and expedite the treatment of my child. I will not hold the Pasadena I.S.D. or the school official(s) financially responsible for the emergency car and/or transportation of said child.

Parent Signature _____

Date _____