



FALCON THEATER HANDBOOK

COURSE OFFERINGS & EXTRACURRICULAR PROGRAMS

The SLHS Theater Department comprises two arms, which are complementary but not identical. For Fine Arts credit, students may take curricular theater classes. Students in these classes are not required in any way to participate in extracurricular theater, though they are certainly welcome to on a voluntary basis. Theater classes may be taken in any order, as both classes are entry-level and neither builds on the experiences gained in the other. Students are encouraged to take both theater classes as their schedule permits.

1. **Theater A** is an entry-level theater class focused on analysis of theatrical works. Students will gain understanding of historical plays and learn to adapt them to different settings. Students will also use theater design and practical skill through analyzing characters and developing stage makeup schemes tailored to specific characters. Students will learn to make their own theatrical works and present them as short sketches in the Fine Arts Showcase near the end of the year.
2. **Theater B** is an entry-level theater class focused on performance in theater arts. Students will learn about acting through improvisation and play production, as well as putting theater design skills into practice through designing sets, costumes, and puppets. Students will gain insight into the history of theater through reading important historical scripts. All students will participate in a play to be produced during the Fine Arts Showcase near the end of the year.

As an extracurricular activity, all SLHS students that meet the requirements found in this document may audition for and participate in extracurricular shows as actors or technicians. These productions take place twice in each school year, and students may participate in one, the other, or both as their schedules allow. Students participate by attending rehearsal and assisting in final performances. All proceeds from ticketed extracurricular performances go to support the department as a whole and its growth. Sierra Lutheran High School theater department performs, on average, 2 officially licensed shows/year, in addition to activities and performances by the Theater classes. The following is a listing of the Sierra Lutheran Theater performances:

Fall

Fall Production (All School Production, staged in mid-November)

When Appropriate: The Winter Fine Arts Showcase (Arts Classes Production, staged in early December)

Spring

Spring Production (All School Production, staged in late April)

Fine Arts Showcase (Arts Classes Production, staged in early May)

1. Sierra Lutheran will continue to add shows as our enrollment grows and student interest allows.
2. In some seasons, a show may be replaced by a season of improvisational comedy shows ("Improv"). Shows in such seasons will take place 1 evening/month and the cast of these shows will be determined based on rehearsal requirements set up by the director. Generally, students hoping to participate in shows should attend a minimum of one rehearsal/week.

THEATER PROGRAM RULES AND REGULATIONS

1. Conduct

- a. All actors and technicians are to conduct themselves in a manner reflecting the Christ-centered objectives of Sierra Lutheran High School and will adhere to ALL school rules. Actors and technicians should recognize that representing the school is a privilege, and as such, actors and technicians can and will be held to higher standards than the general student population.
- b. Anyone found using tobacco (any form), alcoholic beverages, illegal drugs, and/or anabolic steroids will be barred from participation in Sierra Lutheran's theater program or other extracurricular activities for a determined amount of time in accordance with the policies of SLHS. **Any actor or technician found guilty of giving, selling, or supplying these substances is subject to expulsion from Sierra Lutheran High. THIS RULE IS IN EFFECT FOR THE ENTIRE TWELVE MONTH YEAR, 24 HOURS A DAY, 365 DAYS A YEAR!**
- c. The Theater Director or other administrator will deal with inappropriate behavior or language at rehearsal or a performance. Such conduct may result in suspension or expulsion from the cast and/or school.
- d. Show fitting honor to directors, stage managers, and assistant directors.
 - i. Do not approach a director while a scene is in progress, notes will be given between scenes and at the end of rehearsal. This constructive criticism is meant to improve the overall performance.
 - ii. Do not leave the rehearsal/performance space without notifying the director or stage manager.
 - iii. Casting decisions are not based on personal feelings toward any actor, but on what is best for the production. Actors will be cast and technicians assigned to the crew in such a way that individuals' gifts serve the overall production and are consistent with the dedication they show the department.
 - iv. If an actor, technician, or parent has an issue with a director, we ask that you follow the guidelines outlined for us in Matthew 18 by seeking out the director first and then moving to an administrator.
- e. Student actors are expected to do all tasks demanded by their role. This includes wearing the costumes, makeup, hairstyles, or wigs needed by the production, as well as interpersonal stage effects including stage kisses and stage combat. If a student has reservations about a task demanded by their role, that student should talk to the director and affected actors as soon as possible to allow the issue to be worked through with understanding and maturity.
- f. Improvisational actors are to keep their improvised scenes appropriate and God-pleasing, and accept all responsibility for the consequences of breaking this rule. Students persisting in presenting inappropriate scenes may be given detention, or barred from future shows.
- g. Students should follow good performance protocols: actors and technicians should not create distractions backstage or "peek" at the audience, always listen for their entrances and cues, and should not walk between directors and the scene.
- h. Cell phones and similar devices (hereafter referred to generically as "phones") are to be used responsibly during rehearsal time, or they will be surrendered to the director until the end of rehearsal.
 - i. Actors should not have their phones on their person while onstage, whether in rehearsal or performance.
 - ii. Phones may be used to contact rides, research information, take notes, or for purposes related to homework while offstage. Inappropriate use of phones, such as playing games, will result in the phone being surrendered to the director until the end of rehearsal.
 - iii. Actor and technician cell phones should be set to silent at all times during performance.
- i. Actors and technicians are expected to give their best possible performance at rehearsals and performances, putting their effort into their craft in a way that will bring glory to God through their gifts.

2. Requirements Prior to Rehearsal and Performance

- a. An actor or technician must be registered at Sierra Lutheran High
- b. An actor or technician MUST have completed the following items:
 - i. An Audition Form for the show in question
 - ii. Actor and Parent Contracts signed before Rehearsals begin
 - iii. Emergency Contact Information
 - iv. An actor or technician must attend the minimum number of required classes (5 complete class periods per day or 2.5 block periods).
- c. By participating in a show, the actor or technician is agreeing to follow the rules and requirements outlined in this handbook.
- d. While all SLHS students are eligible to audition for all-school productions, participation in the Fine Arts Showcase and Winter Fine Arts Showcase is limited to only those students enrolled in arts classes (Theater A, Theater B, Applied Christianity, Art, Art Electives, Choir, and Dance), with participation limited to parts outlined by the teachers of those classes.

3. Audition & Casting Procedures

- a. Students wishing to audition for either of the yearly All-School productions (the Fall and Spring plays) must attend the scheduled audition dates (posted around the school) or arrange a separate audition date with the director.
- b. Upon arriving, students must complete the audition form (pdf posted to the Theater Activities page at SLHS.com) **taking special care to note any scheduling conflicts**. All students, not just those specifically signing up to be technicians, **MUST** fill out the bottom portion of the form, indicating what technical roles they would be comfortable assisting with.
 - i. In case of most scripted shows, a monologue of roughly one minute in length should be presented to give the casting director(s) an idea of the student's acting skills. Students should select monologues that show off their talents. If a suitable monologue is difficult to find, there are suggestions available on file with the Theater Director.
 - ii. If scripts are available, students may read and act out passages from the script ("sides"). These are intended to be read without preparation ("cold-read") and may not reflect the best skills, but are still useful for the director.
 - iii. In auditions for musicals, a short song or dance number may be required. If a student is auditioning for a musical production, they should seek out more information from the director and posted materials.
- c. Whenever necessary, callback auditions may be scheduled for a date shortly after standard auditions. Actors called back may be asked some questions about skills involved in specific roles, or may be asked to show acting skills in some other way to assist the casting director(s) in the decision-making process.
- d. Cast lists will be posted within one week of the audition process by the classroom door of the Theater Director. Students should initial the cast list by their name to indicate that they have seen the cast list and agree to attend the first meeting or rehearsal to receive their script and contract and begin the rehearsal process.
 - i. Students are expected to audition only if they are comfortable playing any part in the production being cast. If a student actor is unwilling to play a particular role, their reservations should be communicated to the director as soon as possible. Please note that this does not necessarily excuse a student from the role, and that students should accept the roles they're cast in with maturity and grace.
- e. Actor and parent contracts should be returned to the director at minimum at the time of the first rehearsal.

4. School and Theater Facilities

- a. Theater rehearsal and performance spaces are to be treated with respect. If classrooms are used for rehearsal, that classroom's rules are to be followed during rehearsal. For example, food should only be brought into the rehearsal space with the express permission of the director.
 - i. Food and drink in the backstage area will only be allowed at the discretion of the director. Gum should not be brought onto campus, let alone into theater spaces.
- b. At no point will actors or technicians leave more work for building janitorial workers. All members of the theater department must keep rehearsal and performance spaces neat and clean, dispose of garbage and return materials to their proper place.
- c. The stage and set of a performance are to be kept in performance-ready condition, even when not in use. Do not leave garbage onstage or backstage after a show.
- d. If a student is waiting at school for theater rehearsal or performance, they need to be aware that they are still responsible to the SLHS student handbook. Specifically, if there is no supervising teacher, they are not to loiter on campus, and should make plans for the time between school and rehearsal.
- e. Horseplay, pranks, and distractions perpetrated backstage may affect the performance or damage the performance space. As such, they are strictly prohibited.
- f. **ALL ACTORS AND TECHNICIANS, WITHOUT EXCEPTION, ARE EXPECTED TO PLAY SOME PART IN STRIKING THE SET AND CLEANING UP THE PERFORMANCE SPACE AFTER THE LAST PERFORMANCE OF A SHOW.**

5. Scripts, Properties, Costumes, and Makeup

- a. Sierra Lutheran High School's theater equipment is to be worn or used for rehearsals and performances only.
- b. **ACTORS AND TECHNICIANS ACCEPT FINANCIAL RESPONSIBILITY FOR ANY EQUIPMENT THAT THEY DAMAGE THROUGH MISUSE.** Please consult the director and/or stage manager regarding proper use of props, costume pieces, and other equipment if there are any doubts.
- c. Costumes are to be treated with care and respect. Actors and costume technicians should fold or hang costume pieces when not in use as appropriate. Notify the director or costumer if a costume needs attention (repair, cleaning, etc.).
- d. Actors and technicians should not touch lighting equipment, sound equipment, stage equipment, properties, or costumes except in the completion of their own duties.

- e. Scripts should be treated with care and respect. Only pencils and highlighters may be used to make notes or highlight lines in scripts, **pen should never be used to annotate a script**. Damage to scripts will be assessed by the director, and replacement fees may apply for scripts damaged. These fees will be assigned in accordance with the cost of the script in question.
 - i. All actors and technicians assigned scripts are expected to bring them to every rehearsal.
- f. In the case that an actor or technician loans properties, costumes, or makeup to the department, this equipment will be treated with the utmost respect. In order to assure that it is properly returned in a timely manner, please complete a loan form (available at request to the Theater Director).
- g. All equipment is to be returned promptly at the end of the production
 - i. **UNLESS STATED OTHERWISE BY THE DIRECTOR, THEATER DEPARTMENT PROPERTIES, COSTUMES, OR MAKEUP ARE NEVER TO BE REMOVED FROM THE SCHOOL OR PERFORMANCE VENUE, NOR TO BE BORROWED FOR PERSONAL USE.**
 - ii. Scripts are to be returned to the theater director within one week of the show's closing night.
 - iii. Student transcripts may be held until late fees or equipment replacements are paid in full.

6. Eligibility

Academics are the priority for all SLHS students, therefore any student who participates in a theater department show must maintain a minimum GPA of 2.0 and no F's in order to be considered eligible for Varsity status and full participation in rehearsal and performance.

- a. Student progress in all academic courses will be checked weekly.
- b. A student who receives a failing grade in an academic course, or has a GPA below 2.0 at any grade check, shall be placed on probationary status for one full week.
 - i. A student on probationary status remains eligible for rehearsal and performance during the probationary week.
 - ii. If a student on probationary status has a failing grade or a GPA below 2.0 during the following grade check, then that student shall be declared ineligible. Students declared ineligible will be sequestered to a nearby classroom for rehearsal, where they are expected to do schoolwork or prepare for tests, etc. when their character is not needed onstage.
 - iii. Where applicable, an ineligible student will be replaced in performance by their understudy until such a time as the principal cast for the role is no longer ineligible.
 - iv. For Improv Performances, ineligible students will sit out the show, and can not perform as a cast member.
- c. Continued eligibility problems may result in the loss of the privilege to participate in other extracurricular activities at SLHS.
- d. If a weekly eligibility grade check is set to occur on the day prior to a recognized holiday or vacation, the following shall apply.
 - i. If a student is declared academically ineligible before the holiday or vacation, then he/she will remain academically ineligible for the duration of the vacation or holiday.
 - ii. A student on probationary status prior to a holiday or vacation is academically eligible until the next grade check.
- e. Students participating in the Fine Arts Showcase and Winter Fine Arts Showcase are not bound by eligibility rules. All Arts students should attend, regardless of grade status.

7. School Attendance

- a. Class attendance should be excellent. Excessive absences or tardiness could result in loss of position on the cast.
- b. A student must attend a minimum of 5 regular class periods or 2.5 block periods to be eligible to rehearse or perform that day.
 - i. Medical absences may constitute an exception to this rule. In any case of absence, make sure that the director is informed in as timely a manner as possible.
- c. On a day when a performance removes a student from class, all actors and technicians must turn in work due in all classes he/she will be missing that day prior to the class being missed. Homework assignments for the next day must also be picked up prior to leaving. This is not an absence and due dates are to be followed.

8. Theater Schedules & Attendance

- a. Schedules for all rehearsals and performances will be given to parents along with the contract for the show and posted to slhs.com's theater activities page as soon as possible.
 - i. Please keep in mind that the casting director will be scheduling the rehearsals with respect to students in multiple activities. The finalized schedule has been considered in such a way as to be the most convenient to the greatest portion of the cast. In order to avoid conflicts, students should be as accurate as possible when filling out the schedule portion of the audition form.

- b. The director will follow the schedule and parents are expected to pick up their student promptly. **Parents MUST pick their student up promptly. Continual failure to be picked up on time may result in an actor or technician being removed from the cast or crew.**
- c. Rehearsal schedules are subject to change. The Theater Department will provide information on changes as soon as we can.
- d. All actors and technicians are expected to attend all rehearsals for which they are scheduled. If they do not attend, actors or technicians must contact the director by email as swiftly as possible. Students who miss practice unexcused may face consequences including detention and/or removal from the show.
 - i. Medical appointments, family emergencies, athletic contests, and other absences at the discretion of the director will be considered excused. Contact the director as soon as possible if absence from rehearsal is anticipated.
 - ii. Rehearsals in the week leading up to performance (Tech Week Rehearsals) are vital to the success of the show, and as such whenever possible attendance is to be considered mandatory.
- e. Only actors, technicians, directors, and parents of the same will be permitted to attend rehearsals. Any other persons wishing to “sit in” on rehearsals must contact the director for permission before doing so.

9. Quitting a Show

- a. **ANY ACTOR OR TECHNICIAN WHO PARTICIPATES IN THEATER AT SIERRA LUTHERAN HIGH SCHOOL AND HAS SUBMITTED THEIR ACTOR CONTRACT AND COMPLETED THE FIRST REHEARSAL HAS AGREED TO FINISH THE PRODUCTION WITH WHICH HE/SHE IS INVOLVED.** Should a student elect to quit the cast, he/she will not be eligible for any other show during that school year.
- b. Students dropping out of a show for the sole reason of dissatisfaction with their assigned role may be barred from future shows. If a student is not willing to take any role assigned to him/her, that student should not audition for roles in theater productions. Students should accept the roles they're cast in with maturity and grace.

AWARDS

1. Varsity Letter Requirements

- a. In order to earn a varsity letter in theater a student must participate in at least one of the annual all school productions (or a combination of all school productions and the *Fine Arts Showcase, hereafter referred to as the FAS*), with the additional conditions:
- b. The student must acquire 30 points (point earning system detailed below) to be considered for a drama letter. Students must submit an application noting their points earned in order to be considered. Applications may be obtained from the Theater Department Director at any time.
- c. Level of participation: Students may receive points for any acting, technical, or leadership role played in a production of either an all school production or the FAS, though regardless, the student is expected to give their full attention to their role or roles.
- d. Teacher Discretion: at the discretion of the head of the drama department, letters may be awarded to those with insufficient points, or withheld from students with sufficient points, based on their dedication and honor shown as part of the SLHS Theater Department.
 - i. The first year students meet the above criteria, they will earn a letter and a pin.
 - ii. Any subsequent years the student gains a further 20 points, he/she will receive a bar. In order to qualify for a bar, students must be involved in at least one production per school year at SLHS.
 - iii. Letters will be awarded at the end of the year Theater Awards Night.

Points are as follows:

<p>Performer Roles: Major Role: 9 Minor Role: 6 Understudy: 5 Dancer/Chorus: 4 Pit Orchestra: 4 Walk-on: 2 Improv Season Actor: 2/Show Improv Workshop Actor: 1</p>	<p>Stage Technician Roles: Light and/or Sound Manager: 5 Costume Designer: 5 Makeup Designer: 5 Stage Crew: 4 Sound and/or Light Crew: 4 Costume Crew: 3* Makeup Artist: 3* Prop Crew: 3*</p>	<p>Student Leadership Roles: Director: 12 Assistant Director: 10 Tech Director: 10 Stage Manager: 10 Assistant Stage Manager: 8 Choreographer: 7 Prop Manager: 6 Dance Captain: 5</p>
<p>Set Design & Construction Roles: Set Designer: 8 Scenic Artist: 6* Sound Designer: 6 Lighting Designer: 6 Stage Effects Designer: 6 Set Construction: 4* Painter: 2* Set Dresser: 3*</p>	<p>Coursework: Act in FAS (solo or similar): 2 <u>Theater A:</u> 5 <u>Theater B:</u> <i>Director, Stage Manager, Major Role or similar in FAS:</i> 6 <i>Crew Manager, Minor Role or similar in FAS:</i> 3 <i>Other:</i> 2</p>	<p>Business: Publicity Manager: 7 Program Designer: 3 House Manager: 2 Ushers: 1</p> <p>Miscellaneous: Volunteer work: 5* Photographer: 1</p>

- a. Roles marked with an asterisk (*) may have points adjusted up or down based on hours logged on the role.
- b. The student cannot be considered as having participated if he/she quits the show or is removed for the show at any time.
- c. The student cannot receive disciplinary action in theater production during the school year.
- d. The student must abide by all other rules, regulations and policies established by Sierra Lutheran High School.

2. Certificate Awards

- a. Awards for leadership, hard work, and Christ-like service to the department will also be distributed at Theater Honors and Awards Night at the end of the season. The recipients of these awards will be selected by the theater director based on student excellence in these areas, and selected independently of the Varsity Lettering point system. Non-varsity students may be selected to receive certificate awards.

3. Letter Jackets

- a. Theater Letter Jackets follow the same regulations associated with the Sierra Lutheran High School Athletics program. See the Athletics Handbook for more information.