



LIFE SCHOOL

Life School Department of Fine Arts

Fine Arts Program Handbook

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STRATEGIC FRAMEWORK

PURPOSE

The Life School Fine Arts Program Handbook provides procedures and guidelines governing Life School's Fine Arts programs. The basis for these procedures and guidelines includes the Life School Board policies, Life School Administrative Regulations, Texas Education Agency Code, University Interscholastic League rules, and the historic practices of the District and Fine Arts Department. This handbook serves to clarify practices for administrators, teachers, parents, and students.

LIFE SCHOOL MISSION

The Mission of Life School is to develop leaders with life skills through strong academics, character training, and partnerships with parents and the community.

FINE ARTS DEPARTMENT MISSION

The Life School Department of Fine Arts exist to provide our students, through a variety of creative curriculum, technical development and engaging opportunities, the life skills and opportunities to be successful and reach their highest potential.

FINE ARTS DEPARTMENT VISION

The Life School Department of Fine Arts vision is to create a quality education for all students and instill in our students and community a life-long passion for performing and visual arts.

FINE ARTS DEPARTMENT VALUES

The core values of the Fine Arts Department include the following 15 Life Leader Attributes:

- Critical Thinking
- Global Perspective
- Information Literacy
- Collaborative
- Effective Communicator
- Ethical Leadership
- Humility
- Problem Solver
- Social Awareness
- Citizenship
- Financial Literacy
- Goal-Oriented
- Resilience
- Self-Aware
- Self-Managed

ELEMENTS COMMON TO ALL FINE ARTS PROGRAMS

ABOUT THIS HANDBOOK

This handbook is a resource of information on the procedures and activities of Life School Fine Arts programs. Program directors issue this handbook to student members and parents to provide basic information in regard to the instructional program. All student members and parents are responsible for familiarizing themselves with the contents of this handbook and must complete and return the enclosed Handbook Signature Form and Emergency Contact Form to participate in the program. This handbook functions in harmony with the Life School Board policies, administrative regulations, and the Life School Student/Parent Handbook. This handbook is a living document.

ATTENDANCE

Most Fine Arts courses require some rehearsals and performances outside of the school day. Student members are required to attend all activities, rehearsals, and performances. Those who must miss a rehearsal, activity, or performance must consult with one of the directors within two weeks of the function. In every case, the director will work with the student to see that his/her best interests are met. Keep in mind that a performance has priority over a practice in any activity.

ABSENCES

Students' absences are categorized as follows:

- An excused absence is one that the director has prior knowledge of and/or is based on an acceptable reason.
- An unexcused absence is one that the director has no prior knowledge of and/or is based on a reason that is unacceptable.

Written communication and documentation are required for absences from required/graded events. Acceptable reasons for an absence include a medical emergency or illness, a death in the family, a religious holiday, or a family emergency. Circumstances may justify an excused absence for reasons other than those listed above in accordance with Life School policy. However, justification is determined at the discretion of the directors and no absence is guaranteed to be excused. Scheduling conflicts are not considered acceptable reasons for an absence.

Failure to notify directors well in advance of an excused absence will constitute an unexcused absence. Multiple unexcused absences from rehearsals and/or performances demonstrate a lack of dependability in accepting the responsibility of group membership. Failure to attend a rehearsal, activity, or performance without prior permission or good cause may result in suspension from future activities or performances, grade deduction, reassignment to a lower performing ensemble, or removal from the course.

STUDENT CODE OF CONDUCT AND DUE PROCESS

When students participate in extracurricular activities, they are expected to follow the Student Code of Conduct as outlined in the [Life School Student/Parent Handbook](#). The Student Code of Conduct does not define all types and aspects of student behavior, as Life School may impose campus or classroom rules in addition to those found in the Code.

Authority and Jurisdiction

Life School has disciplinary authority over a student:

1. During lunch periods in which a student is allowed to leave campus.
2. During the regular school day and while the student is going to and from school on Life School transportation.
3. For any conduct related to cyberbullying (on or off campus).
4. For any expulsion offense committed away from Life School property and not at a school sponsored or school-related event if the misconduct creates a substantial disruption to the educational environment.
5. For any expulsion offense committed while on Life School property or while attending a school sponsored or school-related activity of Life School or another school in Texas.
6. For any school-related misconduct, regardless of time or location.
7. When criminal mischief is committed on or off Life School property or at a school-related event.
8. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
9. When the student commits a felony, including those provided by Texas Education Code §§ 37.006 or 37.0081, regardless of time or location.
10. While the student is attending any school-related activity, regardless of time or location.
11. While the student is in transit to or from school or to or from school-related activities or events.
12. While the student is participating in any remote / virtual classroom or other period of online instruction provided by Life School.

Other Offenses Not Specified

Other misconduct not specified in this Student Code of Conduct may be dealt with by any appropriate discipline management technique(s) at administrator discretion. However, any expulsion consequence must be authorized by the Student Code of Conduct.

Student or Parent Complaints and Concerns

Life School encourages students and parents to discuss their concerns with the appropriate teacher/sponsor, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. A parent or student may request an informal conference with the principal within five days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint. If the parent or student is not satisfied with the results of the informal conference, he or she may submit a written grievance form to the principal. Please reference the Student or Parent Complaints and Concerns Section of the Life School Student/Parent Handbook for further details regarding this process.

Please refer to Section 4 of the Life School Student Handbook, which can be found at <https://lifeschool.net/information/handbook>.

ELIGIBILITY

ACADEMIC ELIGIBILITY RULES

A student must pass every subject (a grade of 70 or above) the first six weeks of the school year and each subsequent nine weeks to be eligible to participate in extracurricular activities. The UIL Eligibility Calendar can be found on the Life School Athletic website at <https://lifeschool.net/athletics/life-school-athletics>. At the beginning of the school year, a student will be ineligible for the first six weeks if they have not attained the proper credits according to the following schedule:

- Beginning of 9th grade year: Have been promoted from the 8th grade to the 9th grade.

- Beginning of 10th grade year: Five (5) credits towards state graduation requirements.
- Beginning of 11th grade year: Ten (10) credits towards state graduation requirements.
- Beginning of 12th grade year: Fifteen (15) credits towards state graduation requirements.

Please see the [Life School Course Guide](#) for special class exemption. Students who are ineligible are expected to attend all practices. Ineligible students are not allowed to travel with nor sit with teams during contests.

EXTRACURRICULAR

An activity is considered extracurricular if any one of the following criteria apply:

1. The activity is competitive.
2. The activity is held in conjunction with another activity that is considered to be extracurricular.
3. The activity is held off campus, except in the case in which adequate facilities do not exist on campus.
4. The general public is invited; or
5. An admission is charged.

CO-CURRICULAR

A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills (TEKS) in a public performance, may participate in the performance subject to the following requirements and limitations:

1. Only the extracurricular criterion #4 listed above applies to the performance; and
2. The requirement for student participation in public is stated in the essential knowledge and skills (TEKS) of the course.

A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved music course that participates in UIL Concert and Sight-reading Evaluation, may perform with the ensemble during the UIL evaluation performance.

ELIGIBILITY RULES RELATING TO UIL COMPETITION

No student may take part in any University Interscholastic League competition who, at the time of the contest, has not been a bona fide regular attendant of the school for fifteen (15) calendar days, or since the sixth day of the current school year. No student shall take part in any UIL contest after the end of the fourth consecutive year following enrollment in the ninth grade, and/or third consecutive year following enrollment in the tenth grade.

Students must abide by all other rules as set forth by the University Interscholastic League in Austin, Texas.

GRADING

Learning objectives are based on performance skills, responsibility, and participation. Therefore, students are expected to fulfill individual as well as group responsibilities. Since Fine Arts courses are a performance-based, team activities, all students are required to attend all performances, and rehearsals (see Attendance above).

DAILY GRADES (70%)

Daily grades may include but are not limited to daily class participation, preparation, written quizzes, performance quizzes, material checks, posture checks, as well as before and/or after school rehearsals.

MAJOR GRADES (30%)

Major grades may include but are not limited to performance tests, written tests, co-curricular performances, and special projects.

CONDUCT GRADES

A student merits a conduct grade of “E” when he/she consistently fulfills all classroom expectations.

A student merits a conduct grade of “S” when he/she regularly fulfills most classroom expectations.

A student merits a conduct grade of “N” when he/she does not fulfill classroom expectations regularly and director feedback is occasionally necessary.

A student merits a conduct grade of “U” when he/she does not fulfill classroom expectations, is disruptive to the educational process, and director feedback is necessary regularly.

MEDICAL FORMS

All Fine Arts students must complete the Life School Emergency Contact Form each year. This form provides consent to treat students if the director or a medical provider cannot reach the parent or guardian. The Life School Emergency Contact Form must accompany students when traveling. No student will travel or perform with the organization without these forms on file.

All Band students must submit the UIL Preparticipation Physical Evaluation – Medical History form each year. The head director will review and sign off at the bottom of this form each year. This form also must accompany students when traveling. This form does not replace the Life School Emergency Contact Form listed above; it accompanies it.

All students participating in the Marching Band activity (including Color Guard students) must have a physical examination prior to participating in outdoor rehearsals. Proof of the physical is the UIL Preparticipation Physical Evaluation – Physical Examination form, which must be signed by a physician or certified medical professional with the provider’s office stamp or business card affixed to the bottom of the form. The head director will enforce compliance with the UIL Marching Band Physical requirement and track student compliance in Rank One.

Physical examinations must be completed by an authorized medical provider on or after April 1 to be valid for the next school year.

Students are not allowed to attend any rehearsals or performances without the UIL Preparticipation Physical Evaluation – Medical History and the UIL Preparticipation Physical Evaluation – Physical Examination forms being completed appropriately and submitted to the head directors.

TRAVEL

Parents and students should understand Fine Arts organizations may be involved in out-of-District travel; students who participate in these organizations also must participate in the travel. This may include a limited number of overnight trips for some competitive events. If the parent does not want the student to travel, the student should register for an organization that does travel so extensively.

All members represent the school, community, and are expected to conduct themselves in a manner in keeping with the following regulations when traveling within or outside the district.

- Return to the director(s) all completed travel forms by the given deadline
- Arrive on time for departures
- Dress as directed
- Behave in an appropriate and mannerly fashion in accordance with established Student/Parent Handbook rules while on the bus or in other vehicles, as well as in restaurants and hotels
- Avoid excessive noise on the bus
- Travel on Life School provided transportation for all segments of the trip
- Return equipment to its proper storage place upon returning to the school
- Promptly obey all instructions given by the director(s) or any chaperone

Any student who behaves disrespectfully or argues with a parent chaperone while on a trip may be removed from the trip immediately at director's discretion, and parents will be expected to either pick up their student or pay any transportation costs to send the student home.

OVERNIGHT TRAVEL REQUIREMENTS

Extracurricular trips are not mandatory for any member and will not affect their status or grade in the course in any way. Since participation in our instructional program is a team effort, any student not participating in a trip should advise the directors well in advance of the trip. The directors then can initiate alternate arrangements to cover for missing students.

When traveling, each student must meet all local and state eligibility requirements to participate in the competition. Ineligible students may not travel with the performing group under any circumstances.

- Students must be able to perform the material assigned for the performance(s) satisfactorily.
- Students must attend all scheduled rehearsals in preparation for the trip.
- Students must fulfill their financial obligations.
- Students are required to complete a field trip form signed by parents for each trip and will not be able to attend without this form.
- Students will follow Life School rules even while off campus

If staying overnight on a field trip, students' phones will be taken up overnight, rooms will be assigned according to the directors, and students will not be able to leave the room until the morning. Parents are not encouraged to stay in the same hotel as students and are not allowed into student rooms.

TECHNOLOGY USE

The director will be very clear in letting students know when it is or is not acceptable to be using personal device. If a device is visible when not allowed, it may be confiscated.

For guidance regarding student use of technology please refer to the [Life School Student Handbook](#), under "Inappropriate Use of Technology Resources."

CANVAS

Canvas is Life School's learning management system and the primary tool for facilitating blended learning. It is a platform for learning, accessing the curriculum and communicating authentic online learning experiences with parents. It offers students multiple avenues for collaboration, communication, assessment,

submitting assignments and discussion boards.

AUDIO/VIDEO RECORDING

Throughout the year, Fine Arts groups will make audio and video recordings of rehearsals and concerts. An employee of a school district is not required to obtain the consent of a child's parent before the employee may make a videotape of a child or authorize the recording of a child's voice if the videotape or voice recording is to be used only for: purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses; a purpose related to a co-curricular or extracurricular activity; a purpose related to regular classroom instruction; or media coverage of the school.

ADDITIONAL RESOURCES

<https://www.uiltexas.org/aplus/events/aplus-art>

<https://tea.texas.gov/academics/subject-areas/fine-arts>

SECTION I- MIDDLE AND HIGH SCHOOL BAND PROGRAMS

OUR MISSION

The Life School Band programs provide outstanding musical experiences and opportunities to its students, while helping them grow into responsible, mature adults. To make these experiences successful, we require discipline, organization and commitment to the program. Being a part of the band is an honor and students will be expected to serve as role models for the school and other organizations within it. As a result of our high expectations, discipline, leadership and social opportunities, the students will have the opportunity to develop valuable life skills such as time management skills, confidence, poise, responsibility, and loyalty as well as the musical abilities needed to be a successful musician.

OUR GOALS

1. To provide a comprehensive knowledge of music through the performance, creation, and promotion of music.
2. To provide an environment that promotes and encourages lifelong learning with personal and professional growth.
3. To create an environment that provides all students with a sense of community and loyalty to an organization bigger than themselves.
4. To provide an opportunity for students to develop as disciplined, organized, and mature adults.
5. To allow students to express themselves in a different, creative manner through the means of music.

OFFERED ENSEMBLES

BEGINNING BAND (Middle School)

The Beginner Band is divided into identical classes for the purpose of teaching the basic fundamentals of playing a band instrument. Students will complete objectives to demonstrate good tone production, technical skills, musical expression, and music theory. Learning these objectives will help teach the students about self-discipline and responsibility.

CONCERT BAND (Middle School)

This is a performance-based ensemble. We will perform at pep rallies, at a football game, competitions in the spring, and our Christmas and Spring concerts. This class will prepare students for band in high school.

MARCHING BAND (High School)

The Life School Marching Band operates during the fall semester from July with the start of band camp through the beginning of November with the end of football season. It is composed of all band students and performances include halftime at all football games, various parades, and marching band contests. It is important to know that marching band is a physical activity and does require a significant time commitment. Students will have rehearsals outside school hours throughout the week. Students will be required to be early to all rehearsals and performances. The color guard or drill team is an extremely important part of the marching band as it greatly adds to its visual and aesthetic appeal to an audience. They hold all the same requirements and responsibilities as all other band members. All marching band students will also be

required to have a physical done before they are allowed to march in any performances or rehearsals.

CONCERT BAND (High School)

Students will be placed by audition in either the Wind Ensemble (Varsity band) or the Symphonic (Non-Varsity) band. Both bands have one UIL Competition, where the students and directors will receive scores from a panel of judges for both concert and sightreading. Additional concerts will be held throughout the school year to let the parents enjoy the progress and work of the students. The dates for these concerts will be on the included calendar in this year's handbook. Students in this ensemble will also have the opportunity to compete on an individual basis in the All-Texas Small School Band Competition, or ATSSB for short, as well as Solo and Ensemble (See individual events for more information). These ensembles will also have the opportunity to fundraise for a trip at the end of the year that is to be determined by the Band Directors. Information for the trip will be given to the students in class and relayed to the parents of band members through the Band App, notes home, phone calls, emails, or in-person meetings.

JAZZ BAND (High School)

Jazz band is a year-round ensemble. Students will have the opportunity to learn and play in the jazz style which is very different from marching and concert band. The jazz band will play for more social functions around the community and possibly attend jazz band contests. Members of the jazz band do not have to be a part of the marching or concert band, but they will still be held to the same high standards. The fees associated with the jazz band are different from marching and concert and will be presented during the first week of school.

ATSSB All REGION BAND

The All-Texas Small Schools Band Competition (ATSSB) is a competition that students compete on an individual basis in the Fall Semester. The competition is made up of all students in the surrounding region and is a great way to compete with other students from different schools. Each student competing in ATSSB are required to play various scales and two selected etudes for their instrument. Once a student auditions for a band they will be placed in a chair order that a panel of judges decides on. If a student makes it into an All-Region Band, there will be a separate day that the student will go play in the All-Region Band and earn a patch that can be attached to their letterman jacket once they earn one. If a student makes it to the top 10% of auditionees for their instrument they will move on to the next level of competition and have an opportunity to audition for the ATSSB All-State Band. As early as summer band, students can get copies of the all-region music and scales to begin working on. Auditions are generally the first weekend of December.

SOLO & ENSEMBLE

The Solo and Ensemble competition is a competition that students compete on an individual basis if playing a solo, or with a small group of other students if playing an ensemble. The Solo and Ensemble competition takes place in the Spring Semester. There are various grade levels of music, and the band directors will help each student that is interested in the competition find music that fits their playing ability. At the competition students will play their music for a panel of judges who will give them a division rating. If a student wishes to attempt to move to the All-State level of competition, they must play a Class 1 solo or ensemble. **All Class 1 Solos must be memorized to move on.** If a student plays a Class 1 solo with music on their stand, they will forfeit their chance to move on to the All-State level. If the student(s) receive a Division I they will move on to the All-State Solo and Ensemble competition.

ACADEMIC ELIGIBILITY FOR MARCHING SEASON (High School Only)

Most of the activities associated with marching band are extracurricular including football games and contests. To be eligible by TEA, UIL and Life School requirements, students must pass ALL classes every nine weeks. Currently, according to the Texas Education Agency/ University Interscholastic League Side By Side Rules, it is stated that a student in an extracurricular activity who fails any class for a six weeks grading period will be ineligible to compete or perform with that group. However, a student may regain eligibility seven calendar days after the three-week evaluation period if the student is passing all courses on the last day of the three-week period. A one-week grace period follows each grading and progress period.

The Life School Band Staff will enforce all eligibility rules and regulations. Ineligible students will continue to rehearse during his/her band class, before and after school, and participate in curricular performances to earn his/her band grade. Ineligible students may not travel with the band or participate in extracurricular performances. An example of a curricular performance would be a spring concert and an extracurricular performance would be a football halftime or any type of contest. Students should always check on an event if there is a question of their participation. Be advised that excessive absences from school may also result in a student being declared ineligible.

The Life School Band Staff works hard to assist and encourage band students to perform up to their potential in ALL classes. We cannot be successful as a band unless our students are successfully passing ALL classes. Students who are ineligible for 2 consecutive 9 week grading periods will be put on academic probation. If they do not become eligible for the following 9 week grading period, the students' place in the band program, at the discretion of the band director, will be in question. This policy allows the student to focus on passing academic classes during the next semester. Students wishing to be considered for reinstatement in the band following this probation must bring documentation (report card) to a band director proving academic success during each grading period of the succeeding semester for all classes. Academic success is defined as passing all subjects during every grading period.

ACADEMIC ELIGIBILITY FOR CONCERT SEASON

Most of the work that our students do outside of marching during concert season is considered curricular and NOT SUBJECT TO ELIGIBILITY. This includes UIL concert and sightreading contests, free concerts, section rehearsals, concert rehearsals, and private lessons are all considered curricular. Events that are considered Extra-Curricular include:

1. Any event with paid admission.
2. Any event that is inter-school competitive.

Should a band student become ineligible for extra-curricular functions, he/she will still be eligible for curricular functions. However, as a band staff, we will still hold students accountable for their grades and if failing may be subject to extra time to work on failing classes to ensure academic success.

GRADING

Grading in band is based upon participation and playing evaluations. Tests are worth 70% and Daily work is worth 30%. Band students receive a test grade for each performance attended e.g. football games, concerts, competitions, etc. Students will receive daily grades based on daily participation, sectionals, playing & written tests, etc. Students must have all materials for class (instrument, music, pencil, folder, etc...) in good

working order and be present at all required rehearsals and performances for their participation grade. If these expectations are not met, the participation grade will be affected.

REQUIRED EVENTS

To see success and to train students for the next level, it is imperative that the implementation of event requirements is established. These are graded and will include:

1. Football games
2. Concerts
3. Before/After School Sectional Rehearsals
4. Before/After School Marching Band Rehearsals
5. Contests/Festivals/Pep Rallies
6. Parades
7. Any event sanctioned by Life School and/or Life band is asked to perform

To be a team, we must be able to practice and rehearse like a team. Greatness is only achieved through consistent practice.

PARTICIPATION EXPECTATIONS

Band is a yearlong commitment. A yearly band calendar is enclosed for your use in planning your family schedule for the school year. Each band student is important to the success of our many activities. We must be able to count on 100% attendance at these rehearsals and performances. If a family emergency occurs unexpectedly, parent must let your director know.

Occasionally, there may be family and other commitments (weddings, graduations, etc.); in which case, we will try to be flexible and work with you on an individual basis. This must be discussed in detail prior to the event. Student work or other job commitments and select sports outside of school are **NOT** reasons for an **excused** absence from band performances or rehearsals. Many band students work and participate in “select sports” and also participate successfully in band. It is the responsibility of each working student/athlete to take a copy of the “Yearly Band Calendar” to his/her employer and/or coach and clear all band performances and rehearsals. Most employers are very understanding and are flexible if they know of band commitments well in advance, and they understand that band performances are a required and vital part of the course work. If a band student has an unexcused absence from a performance/rehearsal, there will be a deduction from their grade or a discussion with the band directors about removal from the band program.

REHEARSAL EXPECTATIONS

It is imperative that band students be organized and prepared for every rehearsal. When an individual is not able to play their musical instrument during a rehearsal, it hurts the GROUP as well as the individual.

REHEARSAL/PERFORMANCE GUIDELINES AND CONDUCT

1. ALWAYS BE ON TIME.
2. The band program will follow all policies set by the Life School Handbook.
3. Always be prepared. Students must have all materials needed for a successful rehearsal. Always have your music, instrument, pencil, and mind ready to go.

4. Students must show respect for ALL band members, directors, and parents.
5. Students must show respect for all property. Every area the band visits should be left in better condition than it was before they entered it.
6. The uniform must be worn correctly at all performances. Students will wear their band shirts underneath their uniform jackets and pants are to be fully buttoned and zipped at all times. (See concert attire)
7. Students must have music prepared. During marching season, this means having all halftime show music memorized.
8. No food or drinks will be allowed at any rehearsal or performance. This includes gum on the marching field and food or drinks in the stands.
9. Being a part of the band is a privilege. Only band members will be allowed to sit with the band at any rehearsals or performances, including times that we perform in the stands.
10. Public display of affection will not be tolerated at any time.
11. Band should be fun! Remember, the more effort you put into the program and making every rehearsal successful, the more fun and worthwhile your experiences become.

CONSEQUENCES

1. On a student's first offense, there will be a verbal warning and the student will be required to stay after class to document the incident with the band director.
2. On a student's second offense, there will be a second verbal warning, the student will be required to stay after class and document the incident with the band director, and a director will be making a phone call home to a parent/ guardian to explain the situation.
3. On a student's third offense, the student will be removed from class and be required to stay after class to discuss further disciplinary action. This may include a conference with the principal. A follow up phone call home will be made to discuss what action has been taken.

*See student handbook for additional information regarding the Student Code of Conduct.

BAND FEES/SUPPLIES (High School Only)

To maintain the smooth operation of the band program, students will be required to pay band fees. The band fees are different for each program. This fee will go towards the everyday operations of the band program and will help with uniform, music, transportation, contest and instrument costs for the students. **Students must pay their fees by the first day of school. If fees are not paid, the student will not be able to participate (Travel or Perform) with the band until the fees are cleared.** With this, if there are any financial issues, please let your director know and we are more than willing to work with you on an individual basis.

PHYSICAL AND HEALTH FORMS FOR MARCHING SEASON (High School Only)

UIL is now requiring all students to turn in a health screening form every year and to receive a physical from a certified physician every year. These must be completed by the first day of summer band. The forms must be turned into the band director on the first day of summer band.

STUDENT LEADERSHIP (High School Only)

Student leaders are selected to fill roles necessary for the success of the program. A full explanation of officer positions and expectations are listed below. Students must meet the requirements prior to submitting an officer application (given out in the spring).

LEADERSHIP ROLES AND RESPONSIBILITIES (High School Only)

All leaders who are elected and selected by tryout must fulfill the following requirements to remain in their offices:

1. Must attend all summer practices, attend all leadership camps, scheduled meetings, and have no unexcused absences from band activities throughout the year.
2. Provide leadership through example, promote the highest expectations for band members, and show a zero tolerance for negative behavior. Band officers with any disciplinary referral in any class will be removed from office.
3. Remain academically eligible throughout the year. Ineligibility at any time can result in removal from office.

SECTION LEADER(S)/ COLORGUARD CAPTAIN(S):

1. Be the first step of leadership chain of command
2. Oversee the section during rehearsal
3. Hold member accountable for band rules and policies
4. Be at rehearsal 10 minutes early to prepare for rehearsals
5. Help set marching drill during rehearsal
6. Conduct uniform and music checks
7. Provide opportunities for section bonding
8. Be the example for the section

DRUM MAJOR/ ASSISTANT DRUM MAJOR:

1. Be the second step in the chain of command
2. Hold section leaders and members accountable for band rules and policies
3. Be at rehearsal 15 minutes early to prepare for rehearsal
4. Help with rehearsal procedures
5. Provide answers to questions that members and section leaders may have
6. Conduct the show and stand tunes
7. Be responsible for the podium(s)
8. Help Directors with any band related needs
9. Be an example for all members of the band program

SCHOOL INSTRUMENTS

A limited number of more expensive instruments are owned by Life School for the purpose of balancing the instrumentation district-wide and maintaining performing bands at every level.

There may be a fee associated with renting an instrument. A checkout form will be sent home for parent/guardian signature each fall which describes the condition of the instrument at that time. It is the responsibility of the student/parent to check over the instrument at that time and understand that the instrument must be returned in the same condition at the end of the year.

Any damage during the year is the responsibility of the band student who has been assigned for the instrument. We expect the instrument to be returned in the same condition as when issued. **Dings, dents, and other further damage will be repaired at the student's expense.** Also, if in the opinion of the director, a school-owned instrument is not being properly maintained or cared for at any time of the school year, it is the director's decision to remove the instrument from the student's care.

If the instrument is stolen while checked out to a student, it is the student's responsibility to replace/return the instrument.

UNIFORM REQUIREMENTS

The Life Band is committed to professionalism and superior performance and the first thing an audience notices about any ensemble are their presence on stage. The best way to do this is to represent the community and school that supports the band and makes it possible for us to perform. Listed below are the uniforms worn by the ensembles of Life School.

MARCHING UNIFORMS (High School Only)

These uniforms will be worn at all marching band performances. The reason for this is so we can look uniform without worry of distracting from our musical endeavors. Again, students will be expected to take very good care of their uniforms. At the beginning of marching season, students will be issued their own uniforms. These uniforms will be kept in the band room and checked out for performances. Students will be expected to turn in all parts of their uniform after every event. **If any parts of the uniform are missing, students will be held accountable for replacing those items.** Also, students will be responsible for keeping their uniforms clean and presentable. **STUDENTS WILL WEAR THE UNIFORM CORRECTLY OR NOT AT ALL.** As part of the uniform, the students will need to purchase their own marching shoes. (See attached band supplies form)

CONCERT UNIFORMS

These uniforms will be bought by each individual student. They consist of clothing that is all black. The items as listed as:

Dress for Men:

Shoes: Black dress shoes or black dress boots (Nice black western boots are acceptable) *No converses or tennis shoes*

Socks: Long Black Socks

Pants: Black slacks (No jeans)

Belt: Black

Shirt: Black long sleeve button up shirt

Tie: Solid Black necktie (No skinny ties or bow ties)

Dress for Ladies:

Shoes: Black dressy shoes (Please be mindful of heels) *No flip flops or tennis shoes*

Pants: Black slacks/dress pants (No jeans, tights skirts)

Belt: Black

Blouse: Black button up

Dresses: They can be worn but must be approved by the director first and must be all black.

LETTER JACKETS (High School Only)

Members of the Life Band are eligible to earn an official letterman jacket during their time in the ensemble. There are three different routes to earning a Life School letter jacket. The letter jacket cost will be covered by individual students.

1. Earn a chair in the ATSSB or TMEA All Region Band.
2. Earn a 1st Division on a Class 1 solo or ensemble.
3. Be in the HS band for 2 years. Example: the beginning of freshman year to the end of Sophomore year. Eligible to order a jacket on the Fall order of Junior year.

TRIPS

While in band, students will receive the opportunity to travel as a member of their instrumental music program out of town. All band students are highly encouraged to attend these out-of-town performance trips. Fundraisers will be held throughout the school year to help students earn the funds necessary to travel. (see Fundraiser section) Students are strongly encouraged to utilize these events to help defray the costs of the trip. In addition, these trips are a reward for hard work and dedication throughout the year. These trips may include the spring trip, concerts, and fun activities. Trips such as football games, contests, and festivals where the band is performing are all considered a requirement and graded as a major grade.

FUNDRAISERS

Throughout the school year we will have fundraisers that range from item sales to social events. Fundraising is meant to be an opportunity for the students to raise money for the growth of the band program. This money will be used to purchase various items that will benefit and support the students of the band program. All band students will be highly encouraged to participate in fundraisers.

SECTION II- DRILL TEAM

OUR MISSION

The purpose of the drill team is to encourage school spirit and sportsmanship, develop leaders, promote proper etiquette, and mature the skills needed to be a dancer. Being a member of this team means that you will develop positive skills that are needed on and off the field. Members of the Drill Team are expected to promote an atmosphere of family; a team in which you can rely on. When one member falls, we all fall. When one member succeeds, we all celebrate!

ELIGIBILITY REQUIREMENTS

- Enrolled in Drill Team for the Fall and Spring Semester
- Pay all dues on time
- Attend summer camp with the team
- Attend 90% of practices
- Maintain 70% or higher in all classes

COST

Managers, Officers, and New Members have different and/or additional costs associated with their status. If any student is not completely paid for, by the due date set forth by the director, they will forfeit their spot on the team. No refunds will be issued for any items that are custom ordered, as we cannot return these items to the vendors. Uniform costs may vary from year to year.

UNIFORM REQUIREMENTS

- Uniforms (Field, Pep Rally, etc.)
- Black Jazz dance shoes
- Tights- match natural skin tone as close as possible
- Full-length/ Capri black pant/ Dance tights and a plain black or drill team shirt (no shorts)

**Personal items members are responsible for not covered by fees: Additional jazz shoes or other accessories, black pants/dance tights for rehearsal, plain black t-shirts for rehearsals.*

PRACTICE DRESS CODE

- Solid Black Dance Tights and Solid Black or Drill Team Shirt
- Black Jazz Shoes
- No jewelry
- Hair - up and/or away from your face
- Makeup - nothing specified

PEP RALLY DRESS CODE

- Pep Rally Outfit or Black Pants and Specified Team Shirt (Pink Out, Black Out, etc.)
- Black Jazz Shoes

- Makeup - Mini-Performance scheme; a little more made up than a “day-to-day” look.
 - Eyeshadow - nudes and simple colors, preferably match the shirt for the day
 - Eyeliner - black eyeliner, follow the natural line of your eye, no cat eye
 - Black Mascara or Falsies (false eyelashes)
 - Lip - gloss or natural lippie
 - Face - foundation should be the same as your skin tone, blend your jawline
 - Cheeks - simple, peach or pink blush
- Further instructions will be given prior to each performance

FIELD UNIFORM DRESS CODE

- Field Uniforms must be worn at every football game, performing or not. Boots, hats, skirts, top, overlay, wrist gauntlets, belts, tights, and custom briefs are all required.
- Anything that is not designated as part of the uniform may not be worn or pinned to the uniform, including homecoming mums. A spot in the bleachers for the mums will be made available during the Homecoming game.
- Makeup - Performance Makeup; much more than an “every day” or “day-to-day” look
 - Eyeshadow – **LHSW**- Navy blue or Red with white glitter; to be determined prior to performance.
LHSOC- Navy or gold with glitter.
 - Eyeliner - black eyeliner, follow the natural line of your eye, no cat eye
 - Black Mascara or Falsies (false eyelashes)
LHSOC- Lashes cannot be longer than 18. No butterfly lashes.
 - Lip - red lips
 - Face - foundation should be the same as your skin tone, blend your jawline
 - Cheeks - pink blush
- Tights must be worn under the uniform. They must blend/be as close to your skin tone as possible.
- Boots and hats will be worn at all times.
- **LHSW**- Long hair will be worn down or in a low bun as determined for the game.
LHSOC- Long hair will be worn in a medium bun as determined by performances.
- Nails should be a neutral color, no glitter or neon colors; American/French Manicures are fine
- Earrings will be decided on and purchased as part of the uniform. No other jewelry may be worn.

PRACTICE REQUIREMENTS

LHSW ONLY:

Students are required to attend practice to maintain their position on the team. Practices will be held after school Monday-Thursday every week. Fridays are reserved for football games. Extra practices will be scheduled leading up to performances. Students should make every effort to be at every practice and extra rehearsals. *Missing practices will result in receiving a demerit (see Discipline & Conflict section).* Some practices may be extended depending on certain situations that arise during the year, this will be communicated prior to the practice. The team will meet periodically during the summer as well. Dates are to be determined and communicated ahead of time.

OAK CLIFF ONLY:

Practices will be held during the drill team period, 8th period.
Field practices will be held Thursday morning before school.

FOOTBALL GAMES

Drill Team members are expected to be at every home football game, performing or not (see Conflict & Discipline section). Individual drill team members are responsible for their uniforms and all accessories. If a member comes to a game unprepared or missing any part of the expected uniform for that performance, they will be removed from the field and not permitted to perform for that game. Students will be allowed to have the third quarter off to socialize, eat, and relax. Professional behavior is always expected to be maintained during this time, as members are still representing Life School. Members will be expected to be back in their place in the stands two minutes before the 4th quarter. Tardiness and inappropriate behavior will result in a demerit; continual offenses may result in removal from the team.

ACADEMIC EXPECTATIONS

Academics always come first. Per UIL guidelines, students who fail any nine weeks in any subject will be suspended from the drill team and not allowed to perform. If suspended, students are still expected to practice with the team at all scheduled practices. They will not be allowed to perform until they earn a passing grade in all classes. Students that lose eligibility for the first six weeks may earn eligibility back at the 3-week progress report. If a student fails 2 consecutive nine-week grading periods, the student will forfeit their spot on the drill team. No exceptions. The student may not apply the following year.

CONFLICT AND DISCIPLINE

When two or more students have a conflict, involved members only are expected to come to a resolution calmly and professionally. If a mediator is needed, the director or an administrator will assist to resolve the issue quickly and safely.

PERFORMANCES

- Drill team will sponsor a spring show where members put together solos, duets, and group dances to be performed for the school community. The show will occur in April each year.
- The drill team will compete in regionally and nationally recognized dance competitions and performances. Information will be released in the syllabus and schedule provided at the beginning of each semester.

CONDUCT EXPECTATIONS

Drill team will be a positive place for students to express themselves. There will be no verbal, physical, or digital abuse of peers on or off the team. The director reserves the right to decide if anyone is threatening the positive atmosphere and what action should be taken. Such actions can include demerits, suspension for a determined amount of time, and/or dismissal from the team. These rules and policies are designed to maintain a positive atmosphere for all members. The Director and student officers that make up the leadership team are in place to serve all Drill Team members. If you need help or assistance, please feel free to discuss any issues or problems with the leadership team.

COMMUNITY SERVICE

Members are expected to do 10 hours of community service throughout the year (5 hours per semester). The type of service may be selected by the student. Some options are Habitat for Humanity, Ellis County SPCA, Mission Arlington, Red Oak Rehab, etc. This will be further discussed beginning in the Fall.

DRILL TEAM HANDBOOK AGREEMENT

As a member of the Life School Drill Team, I, _____, understand that I will be held to a high standard of behavior. By signing below, I understand and agree that I have read and will abide by all parts of this handbook. I also understand that not following the rules and policies of this team and Life School will result in consequences for my actions. I promise to strive to make my team, my school, my family, my friends, and my community proud by always displaying positive behavior.

Student Signature

Date

As a parent, I, _____, will support the leadership of the Life School Drill Team. I have read and will reinforce the policies set forth in this handbook because I recognize that they are not designed to hinder my student, but to grow and develop them into positive role models for their peers and the community. I promise to discuss any concerns that I have with the director in a calm manner so that as partners we can establish a strong solution.

Parent Signature

Date

*****This agreement is due along with your first payment*****

SECTION III- MIDDLE AND HIGH SCHOOL CHOIR PROGRAM

PHILOSOPHY OF CHOIR MUSIC EDUCATION

We affirm the power of singing to be a heart-opening experience for both performers and audience. We believe that the connections made among members of their choir can be long-term friendships and sources of support. We maintain that outstanding musical experiences during student years provide the basis for a life-long appreciation of music. The Life Leader Attributes that we focus on in our school choir program — Self-Awareness, Collaboration, Self-Managed, Global Perspective, and Social Awareness— will be reflected in a successful adult life.

INTRODUCTION

Choir is a group activity that depends upon the collaborative work of many individuals. The actions of one person will have an effect, either positive or negative, on the entire group. For this reason, we have guidelines and procedures that everyone must follow so that each person may grow as an individual musician and make a positive contribution to the entire group. The purpose of the Choir is to offer students in 7th-12th grade an opportunity to further their musical knowledge by learning to sing advanced pieces and by performing regularly as a group.

CHOIR OBJECTIVES

The objectives of Life School Choir shall be to:

1. Learn how to properly care for our voices.
2. Use our voices properly to sing advanced songs.
3. Work together as a group to create harmonies and a full choir sound.
4. Enhance cooperation and teamwork skills.
5. Increase self-esteem and confidence by performing regularly.
6. Make connections between music and other subjects.
7. Learn about music from other cultures.
8. Strive for good character and academic excellence.

INDIVIDUAL CHOIR RESPONSIBILITIES

No student is required to take part in the choir music program or University Interscholastic League contests; therefore, participation should be considered a PRIVILEGE. It is imperative that students and parents understand the following rules and procedures.

Students are placed into an appropriate Choir class that will ensure their success and continued musical growth based on an audition. Our curriculum is designed to improve individual and ensemble performing skills throughout the year. The general expectations for any level of Choir are as follows:

- Preparation of technical requirements such as vocalizes, warm-ups and/or Texas Music Educators Association (TMEA) audition music.
- Performance of a solo and/or ensemble for individual or small group curricula or Solo and Ensemble contest as prescribed by the teacher.
- Performance of concert music as assigned by the directors.
- Attendance at sectional rehearsals and choir rehearsals before and after school.

- Participation in choir contests if music is appropriately learned.
- Participation in musical theater rehearsals and performances for selected students (if available).
- Full participation in all performance activities, including approved travel.

AUDITION CHOIR MUSIC

Auditions are scheduled in the spring for all students. Musical material for each school and each choir, as well as additional auditions for leadership positions, will also be posted online or available from the choir directors. The auditions may be video recorded to assist the director. Students entering outside of the audition period will need to be evaluated on their performance and placed into a choir based on the technical skill of the individual, technical skill of the choir, balance needs of the school's choir, and scheduling by counselors.

GUIDELINES AND EXPECTATIONS

YOUR SUCCESS IN THIS CLASS DEPENDS ON YOUR COOPERATION WITH THESE RULES.

1. Be prepared and on time, always. Be seated with music, pencil, and materials by the time the tardy bell rings. (BE PROMPT AND BE PREPARED)
2. Respect others and the learning environment by leaving distractions out of class; keep hands, feet and all objects to yourself at all times. Show good rehearsal etiquette by being a good team player—pay close attention to all instructions and mark your music when you receive instructions from the director(s). Be polite and talk only when appropriate and helpful.
3. Make a positive contribution to the class—do your best—be your best—follow directions the first time they are given. Please be considerate of directors' requests for assistance and/or performance of tasks around the Choir room. (Be Productive)
4. Demonstrate appropriate attitude, behavior, language, posture, and singing skills. (Be Professionals) “in training.” Be an enthusiastic and contributing member of the ensemble.
5. Do not touch the piano or other equipment in the room without permission.
6. Bottled water only! All other beverages, food, candy, and gum are not allowed without permission. No food, gum, or drink is allowed in the Choir. We all take pride in keeping our Choir room clean and organized.

CHOIR ATTENDANCE

Attendance is required for all rehearsals (it is the student's responsibility to inform the director, as far in advance as possible, when they must miss a rehearsal) and performances.

REQUIRED DAILY CLASSROOM MATERIALS

- Folder
- Pencil with eraser
- Music (provided in class)
- Additional supplies as requested by the director

The music students receive in class are kept in a folder. Students are required to keep this folder in good condition, as it may be used for performance onstage and will be used for future school years. In addition, the choir folder is a home for music that is loaned to the student. Writing, stapling, coloring, painting, drawing, and other things considered hazardous to be on the folder are not permitted. All markings on music must be made in pencil (erasable pens are unacceptable).

GRADING PROCEDURES

Students must be committed to developing individual academic and musical skills and be disciplined with expectations to deadlines. A Choir member's grade is EARNED and will be an average of the following:

CHOIR PARTICIPATION

- The student will receive a grade for each before and after school sectional and rehearsal during a grading period.
- The student will be on task and focused during all rehearsals.
- The student will have music, pencil, and required materials.
- The student will be prepared to sing his/her part successfully or show progress requested.
- The student will mark music and take notes as needed.
- Attire will be considered as part of participation for events that require a specific attire.

MUSIC FUNDAMENTALS AND SKILLS

- The student will be expected to improve performance fundamentals.
- The student will be expected to participate in discussions on how to address fundamentals, skills and assessment of performance skills.
- The student will be evaluated for improvement of music fundamentals through daily observation during the skill-building part of each rehearsal and during sectionals.
- The student will be expected to demonstrate correct posture, breath support, proper vowels and diction, vocal technique, vibrato and attentiveness as monitored during rehearsals.
- The student will demonstrate proper vocal technique as learned in class.
- The student will be expected to improve individual and ensemble music skills.
- The student's individual skill development will be evaluated through singing tests, written tests, and blended learning assignments.

CHOIR PERFORMANCES

- The student will receive a grade for each performance during a grading period.
- Performances will be counted as two major grades- one for concert etiquette and one for performance.
- The number of performances will be determined by the performance calendar.
- If no public performance occurs during a grading period, the performance grade will be based upon criteria determined by the director.

POTENTIAL CHOIR PERFORMANCES

- Fall concert
- Winter concert
- Spring concert
- End of Year concert
- Parade of Choirs
- Six Flags- Stars of the Season
- Pride of Texas
- Christmas/ Kwanza concert at The Black Academy of Arts and Letters
- Community events and parades
- Homecoming parades
- UIL
- Texas Choral Director Association Convention
- American Choral Directors Association

UNIFORM REQUIREMENTS

- Choir T-shirt
- Concert Attire- as designated by the director, i.e., all black, professional casual, formal, color coordinated, etc.

CONCERT ETIQUETTE

During choir concerts, students will watch and listen to other choirs perform; therefore, correct concert behavior is an expectation, and will influence the final concert grade. The following are some guidelines for general concert attendance for audience members:

1. Enter and exit your seat only between selections. If possible, wait until the audience is applauding before moving. The only exception is if you need to remove a restless or crying child.
2. Please do not talk during performances.
3. Please turn cell phone off. Many concerts are recorded and have advanced amplification equipment and cell phone signals can interfere or create feedback.
4. Food and drink are not permitted in performances.
5. It is customary to applaud when the conductor first comes to the stage. She/he will bow to acknowledge the applause and the concert will begin.
6. Some pieces of music are broken down into parts called movements. In between these movements, the music will stop for a few seconds. Do not applaud until the conductor has dropped his/ her hands and turned to acknowledge the audience.
7. Whistling, yelling, or screaming is not appropriate for a school music concert.

SECTION IV- THEATRE

MISSION STATEMENT

Crafting quality theatre that connects student artists to the community.

INTRODUCTION

Theatre is a group activity that depends upon the collaborative work of many individuals. The actions of one person will have an effect, either positive or negative, on the entire group. For this reason, we have guidelines and procedures that everyone must follow so that each person may grow as an individual theatre artist and make a positive contribution to the entire group.

PHILOSOPHY OF THEATRE EDUCATION

The study and performance of theatre is an opportunity that our young people truly need. It is not our goal as teachers to make professional artists of our students, but rather it is to enable them to fully enjoy the life-long benefits of making art. The skills learned in our school theatre program — self-discipline, increased self-esteem, group cooperation, commitment, responsibility to self and to a group, and teamwork — will be reflected in a successful adult life. Knowing that great performances are the fruits of a considerable investment in preparation, hard work, and lessons learned from failure, the opportunity to enjoy a new level of communication and self-expression is the goal for every theatre artist, young or old. Creativity is within us all, and theatre serves as the perfect vehicle for this journey in personal growth and in the development of knowledge and skills.

WHAT YOU SHOULD EXPECT FROM THE DIRECTOR

We, the directors, understand that your time is very valuable; therefore, we will communicate with you as far in advance as possible for any events, rehearsals, performances, and contests. We will communicate this with students and parents in a variety of ways. We will do our best to construct the calendar so that major theatre events, such as performances, do not fall on school-sponsored events. Please keep in mind that performances take priority over a “practice” of any other activity. If or when conflicts arise, please understand the necessity of informing the directors well in advanced. This will give time to resolve or work around conflicts in a timely manner. In return, the directors pledge to you that we will do the same. We will also attempt to work around other campus activities but cannot guarantee that there will be no conflicts.

WHAT THE PARENT BRINGS TO THEATRE

Parents play an integral role in the success of our theatre program as well. Parents can be sure that everyone understands the expectations and important dates by reading through this handbook, discussing it with your student, and reviewing it during the school year. Performance and rehearsal attendance is key to encouraging a student’s success.

OFFERED THEATRE CLASSES

THEATRE I-IV

These classes are survey courses of all aspects of theatre. In this class, students will learn the basics of acting, improvisation, technical theatre, theatre history, and playwriting.

TECHNICAL THEATRE (LHSW only)

This class is an introduction to technical theatre. Students in this class will learn about costuming, dramaturgy, elements and principles of design, lighting, stage makeup, prop making, and set design. Students will understand how the various aspects of design can be applied to a production as well as the importance of technical theatre's role in the theater.

THEATRE PRODUCTION (LHSW only- AUDITION REQUIRED)

Students may not be in this class unless they have auditioned and have been approved by the theatre directors.

- **JV PRODUCTION:** This class is the junior varsity production class. In this class, students will participate in behind-the-scenes technical theatre for productions during the school year. Students are graded on participation, preparation, rehearsal etiquette and are reviewed as needed. When we are not working on a production, students will be working on different aspects of acting, theatre history, and scene work.
- **MUSICAL THEATRE:** This class is an introduction to musical theatre. From auditions to the final production, students in musical theatre will master the basic of what it means to be in a musical. This is a production-based class, which means that much of the time spent during class will be focused on our musical of the year. Students must audition to be in this class as it is an advanced course. Students will be reviewed on their participation, rehearsal etiquette, and preparation.
- **VARSITY PRODUCTION:** This class is the advanced production class. In this class, students will participate in productions including the One Act Play and other class shows. Students are graded on participation, preparation, rehearsal etiquette and are reviewed as needed. When we are not working on a production, students will be working on different aspects of acting, theatre history, and scene work.

PARENT RESPONSIBILITIES

The involvement of theatre parents is crucial to student success and that of the theatre program. The following suggestions to parents will help students be successful:

- Attend every performance to see your child's progress. Help your child arrive on time to all theatre performances, rehearsals, and events.
- Pick up your child at the stated end of all theatre events.
- Volunteer and assist with theatre activities throughout the year.
- Regularly check our online calendar and reminders for announcements and updates.
- Take time to read this handbook and any theatre newsletters with your student(s), noting all events.
- Create a personal calendar, along with your child, that will help anticipate future events and avoid

schedule issues.

PARENT OPPORTUNITIES

- **Dessert Donation Stand:** At every show, we have a dessert donation station and are needing parents to help oversee the stand before the show, during intermission, and after the show.
- **Building:** We are also needing parents who would like to help build the set as we do not have a full scenic shop with tools to build.
- **Traveling:** We are needing parents to help with transportation with the Homecoming Parade and with One Act Play. We are needing a trailer and truck to be used for our set pieces and students in the parade.
- **Decorating:** We are needing parents to help decorate our donation tables and for events. If this is something that is interesting to you, please let us know!
- **Donating Food:** We are always needing food donated for students during rehearsal, contest, and productions. Please let us know if you are willing to donate!
- **Drama Mamas and Papas:** These are parents that regularly volunteer. If you are interested in being involved, let us know and we will plug you in!

REHEARSAL ATTENDANCE

- The general schedule of rehearsal times, including a list of mandatory dates, will be made available prior to auditions. All dates are tentative and subject to change. Timely notification will be given for any changes.
- Rehearsal is a grade in a Theatre Production course. Missing rehearsal results in a missing grade that must be made up according to the campus make up work policy.
- Students must arrive promptly for all rehearsals, workshops, crew calls, and performances.
- Students should arrange for transportation home when student duties are completed. **Students that consistently fail to be pickup up with 15 minutes of the end of rehearsal or performance may be removed from the production.**
- With advance notice, absences may be excused at the discretion of the director. Tutorials, appointments, notes from parents etc., are not an excuse for absence. Personal illness requiring medical attention, death in the family, or other serious problems will be considered as an excused absence. Students who are ill for more than three days will need to provide a doctor's note. If in doubt about the nature of an absence, the student should consult the director.
- Students who have an unexcused absence will be expected to make up missed time within one week of the absence. Failure to do so will result in a failing grade for that rehearsal.
- The director reserves the right to reassign students within the company based on attendance.
- Students who receive an unexcused absence from a performance will be considered for removal from the program.

REHEARSAL EXPECTATIONS

Rehearsals will be professional and productive. All company members must put in 100 percent during rehearsals for a production to be excellent. Here are some basic expectations to ensure the process runs smoothly:

- **You are expected to be at every rehearsal, dress rehearsal, and performance.** Being involved in a show is a COMMITMENT. Conflicts will be considered on a per case basis only.

- **Be early to rehearsals.** You want to give yourself time to let go of your day and prepare mentally and physically for a focused rehearsal. Feel free to warm up on your own and be prepared to begin rehearsal exactly on time.
- **Bring everything you need and dress appropriately.** Bring scripts, pencils, rehearsal shoes/clothes/hairbands, water, and something on which to take notes.
- **Rehearsals are CLOSED to visitors.** Permission may be granted on a case-by-case basis.
- **Be a part of the ensemble.** A strong production means everyone has to put in full effort. Do not hold back during read-throughs, warm-ups, blocking, working etc. This is the time to *experiment*.
- **Stay in the rehearsal room.** If you need to leave the room for any reason, make sure you inform the stage manager as to your whereabouts.
- **Casual and excessive talking is not allowed during the rehearsal.** If the company is on a break, you may talk outside of the rehearsal space. Others may be working while on break and we need to keep a focused space.
- **Be off book by the required deadline.** No excuses.
- **Do your Actors homework.** Actor homework is *crucial* to a performance. Even though you may not be asked to hand anything in, we can tell if you have done it or not when you perform.
- **Actors waiting to work are strongly urged to use their time productively.** Memorize lines, review blocking, or read materials related to the production.
- **Be helpful.** If you see someone trying to set the stage or clear the stage, jump up and help. If you have offered to bring something from home for a production, BRING IT.
- **Be patient.** Be patient with yourself, with fellow actors, with technicians, with your directors. Producing a show can be very trying.
- **Backstage Directing:** During a rehearsal, it is NOT appropriate to call out suggestions from the stage or audience! Directors will solicit suggestions.
- **Notes:** You should develop a trust with your director and understand that their job is to be the eyes of the production. Please accept each note with a “thank you” and write it down in your script. Appropriate and respectful behavior is expected during notes sessions. Do not give other actors notes. It is unprofessional and unacceptable to criticize or offer suggestions about a fellow actors’ performance at any time!
- **Strike:** Everyone helps strike. Every student involved in a production is required to help strike the show at the appointed time. If we do not take care of what we have, we will not be able to use it again!
- **Materials Needed at Rehearsal:**
 - **Water & Food:** Stay hydrated and take care of yourself. Water is always encouraged at rehearsals. Snack breaks may be given during rehearsal. All food will be consumed in the lobby and not in the theatre or dressing rooms. Food and drinks will not always be provided by the theater department.
 - **Script:** Students are expected to bring their script to every rehearsal with a pen and pencil.
 - **Clothing:** Students are expected to wear comfortable clothing that is school appropriate. No leggings, crop tops, or jeans with holes will be allowed. If you would not be able to wear it on a free dress day at school, you may not wear it at rehearsal.
- **Recording Devices** – filming of any kind is not permitted during classes or rehearsals without approval of the directors and those being filmed.
- **Drugs, Alcohol, and Tobacco** are strictly prohibited. Any student found with prohibited substances on their person or under the influence will be removed from rehearsal and may be removed from the program. Any violation may cause you to be removed from a production, activity, or privilege associated with the Theatre Department. Campus administration will be informed and proceed with disciplinary action.

COSTUMES, PROPS, AND OTHER EQUIPMENT

- Students are responsible for the care of all costumes, props, or any other equipment that has been assigned.
- Students are responsible for all personal items that they bring into the theater (electronics, makeup, clothing, etc.).
- Items in need of repair must be reported to the appropriate technician before the end of the rehearsal session.
- All equipment must be turned into the assigned technician in a timely manner.
- Guests may be greeted in the lobby only after costumes have been removed and all equipment checked in.
- Good hygiene must be observed before putting on costumes. Body spray and perfume are not a substitute for cleanliness and deodorant.
- All props must be returned to the prop table after use.

PLAY AUDITIONS/ CASTING

- There is never a guarantee of casting for anyone.
- Casting decisions will be made by the directors and is solely their decision.
- Casting decisions will not be discussed and feedback on auditions can be requested on an individual basis.
- Students auditioning for a play should be prepared to accept any role offered.
- A final note on casting: to prepare students for the high school and outside theatre opportunities, our casting procedures in the theatre department mirror casting procedures in the professional world. Please understand that casting is difficult and done very carefully. Success in this career depends upon the ability to not take casting decisions personally (no small accomplishment), to always do your best and always show the most professional side of yourself.
- It is never appropriate to question a director about a casting decision.

REQUIRED MATERIALS FOR STUDENTS TO PURCHASE

- **Dance Clinic Fees:** a trained dance teacher is doing a musical theatre dance clinics for the musical. There will be a fee for each clinic.
- **Shoes:**
 - **Musicals:** Students will need to purchase black jazz shoes that they will wear to rehearsals and clinics. [Amazon Link](#)
 - **Plays:** For plays, students will need to purchase solid black dress shoes.
- **Makeup Kit-** all students (male and female) will need to provide their own makeup for the musical this year that is matched to their foundation. We recommend this makeup kit: [Ben Nye Makeup Kit](#)
- Students are required to complete a field trip form signed by parents for each trip and will not be able to attend without this form.

LETTERMAN JACKET INFORMATION

Students are eligible to letter in theatre if they have been involved in two or more (after school) shows and have taken a production class (Musical Theatre, JV Production, and Varsity Production) OR receive Best Performer, All Star Crew OR make it to Regionals in UIL One Act Play (OAP).

Letterman jackets will be paid for by the student and will be purchased during a scheduled date during lunch time.

SAMPLE AUDITION FORM
Must be signed and brought at the audition.

Name: _____ Grade : _____
Parent Phone Number: _____
Parent Email: _____
Your School Email Address: _____

Acting OR Technical Theatre Experience: Please list performance roles and/ or drama training:

Special Talents: Please list any special talents you might have (dancing, singing, whistling, painting, good with lights/sound, playing instruments, etc)

Are you in athletics/ sports, or work after school? Circle YES or NO

If yes, which activities? _____

Special food needs or allergies: _____

TShirt Size (circle one) : S M L XL XXL XXXL

What role are you auditioning for? _____

Are you willing to accept any role, whether that is acting or backstage? Explain below. If you are as cast as crew, do you have a preference for a specific crew position?

Are you interested in enrolling in any of the following classes that rehearse during the school day if not already? (circle all that apply):

MUSICAL THEATRE JV VARSITY PRODUCTION

PRODUCTION CONTRACT

1. **Attitude:** I will not complain about the part I am given because I understand there are no small parts. I will trust the director, as they see the big picture and are doing what's best for the show. I will not backstage direct. If I have a suggestion or problem, I will make an appointment outside of rehearsal to talk to the director.
2. **Behavior:** I will turn in my cell phone and headphones at the door. I will wear clothes that are school appropriate (no crop tops OR leggings). I will not eat backstage, in the Blackbox, or in the dressing and costume rooms. I will not touch anyone else's props or costumes. I will double check that I have all of my props and put them in the correct spot after I leave. If I need to leave the theatre for any reason, I will inform the stage manager of where I need to go.
3. **Preparation:** I will know my lines and songs on time as it holds everyone else up if I am struggling with lines. I will arrive before warmups start for every rehearsal and performance. Being on time is late, arrive 5 minutes before rehearsal starts and call time. I will bring my script to every rehearsal and take notes in it during note taking times and whenever I receive a personal note from my directors.
4. **Attendance:** I will notify my director if I will not be at rehearsal two weeks in advance and realize that unexcused absences are grounds for replacement. **I understand that if I am in Musical Theatre, JV Production, or Varsity Production, I am required to attend all after school rehearsals and not attending will result in removal from the course. Three unexcused absences can result in removal from the play.**
5. **Academics:** I UNDERSTAND THAT IF I AM NOT PASSING ALL OF MY CLASSES I WILL NOT BE ELIGIBLE TO PARTICIPATE AND CUT FROM THE TEAM, WHETHER I AM CAST, CREW, OR ALTERNATE.
6. **Performances:** I will arrive at the scheduled call time. I will be waiting in the wings during the show and not wander around to the dressing rooms or bathrooms. I will stay in character whenever I am on stage.

IMPORTANT NOTICE:

The theatre directors reserve the right to recast at any time based on behavior, attitude, performance, or attendance at rehearsals or performances (regardless of notice or excuse).

*The directors also reserve the right to add or change rehearsal and performance dates as needed.

Photography Consent:

If my student auditions and makes the class, I give my consent for their photo to be taken in plays and musicals.

I give my consent: _____ (parent initial) OR I do not give my consent: _____(parent initial)

Required Materials:

- Students will need to purchase black character shoes that they will wear during the show. _
- Makeup Kit- all students (male and female) will need to provide their own makeup for the musical this year that is matched to their foundation. We recommend this makeup kit: [Ben Nye Makeup Kit](#)

I HAVE READ OVER THIS FORM, PRODUCTION CONTRACT, DANCE CLINIC FEES, MAKEUP KIT & SHOE INFO, REHEARSAL SCHEDULE AND UNDERSTAND & WILL ABIDE BY THE GUIDELINES.

Student Name

Parent Name

Student Signature

Parent Signature