



Cedar Ridge High School Theatre Handbook 2020 - 2021

CRHS THEATRE DIRECTORS

Kristie Copeland - Theatre Director

Julia Smith - Theatre Director

Jeff Smith - Technical Theatre Director

Chelsea Taylor - Theatre Director

Jiae Kim - Cedar Ridge High School Principal

Heath Walz - Cedar Ridge High School Associate Principal

Lisa Roebuck - Round Rock ISD Director of Fine Arts

Tim Lowke - Round Rock ISD Assistant Director of Visual Arts & Theatre



CEDAR RIDGE RAIDERS

Cedar Ridge High School

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August 20, 2020

Dear Parents and Students,

Welcome to the Cedar Ridge High School Theatre Department! We hope you and your families enjoyed time together this summer and are looking forward to another exciting school year. While this year may be unlike any other, we are anxious to resume classes as we continue encouraging our students to imagine, create, act and discover their potential as artists. We especially welcome the class of 2024 and all our new students who have joined us. It is going to be a wonderful year for Theatre at the Ridge as we celebrate our tenth year as a theatre program. We look forward to sharing our 2020 – 2021 season with the Round Rock community, as well as remembering a decade of theatre at Cedar Ridge.

Please read this handbook carefully and keep it as a reference. The handbook contains information concerning CRHS theatre policies and expectations for this school year. Membership in this organization requires discipline, pride and a mutual respect for others. Participation in this department will offer each student many opportunities for growth as performers, designers and lifelong learners.

We encourage parents to become involved in their student's theatre education through volunteer opportunities and by joining the Theatre Booster Club. If you are interested in getting involved in the booster club, please complete the information form in your "back to school packet" and return it to your child's theatre director. We have been successful in our endeavors as a young theatre program due to the dedication, encouragement and endless support of our booster club. Thank you to all our parent volunteers who have been involved over the years. We hope you will continue to remain a vital aspect of the Cedar Ridge theatre program.

We look forward to meeting each of you and welcoming you to the theatre program. We are honored to be the theatre directors for the Visual and Performing Arts Academy at Cedar Ridge. If you would like to learn more about the theatre department, you can view Theatre at the Ridge's website by going to <http://www.theatreattheridge.com>. Please feel free to contact us if you have questions or concerns throughout the year.

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Classroom Expectations

It is a privilege to participate in the Cedar Ridge High School theatre program. Students are expected to demonstrate responsible behavior, dependability and respect for their fellow thespians at all times. With this philosophy in mind, the following guidelines define our behavior expectations.

1. **Be Prompt.** Students should be in their assigned warm-up space when the bell rings.
2. **Be Prepared.** Students should have the appropriate materials for class and be ready for the day's activity.
3. **Be Present.** Students should listen and follow the teacher's instructions at all times. Cell phones and electronic devices should remain silent and out of view during class. (RRISD policy will be enforced at all times.)
4. **Be Productive.** Students should use their class time wisely to work on projects, scene work or other theatre assignments.
5. **Be Polite.** Students should exhibit proper theatre etiquette at all times. They should be respectful of their peers during class, rehearsals and performances.

Cell Phone Policy

Cell phones should not be out or in use during theatre class time unless permission has been granted by their theatre director or instructor. IF given permission by a theatre director or instructor, students are allowed to use their phone during class for research and class assignments. However, texting, playing games, checking social media websites, emailing or making phone calls will not be tolerated during the class period. A student will be given one verbal warning if they violate the cell phone policy. If a student chooses to violate the cell phone policy a second time, the student's phone will be collected and turned in to the office.

Cell phone use will not be allowed during a rehearsal at any time. Students are encouraged to call or text their parents prior to rehearsal. If a parent needs to contact a student during the rehearsal time, please notify a theatre director and we will have them step out of rehearsal to return your call. If cell phone use persists to be a distraction, it will be up to the director's discretion to implement the use of a cell phone bin during rehearsal.

We appreciate your cooperation with the Cedar Ridge theatre cell phone policy. We want our students to interact with one another, build lasting relationships and remain focused during class time and rehearsals.

Social Media Policy

The theatre department strives to create a welcoming and collaborative environment among our students, parents and directors. We ask for your help to continue healthy communication via social media. Students in the theatre department will be held accountable for information posted on any Internet Social Community including, but not limited to, questionable photography, obscene/inappropriate language, verbal slurs, and negative information. We want to raise awareness among our students regarding the appropriate use of social media and both the positive and negative implications it can bring to a student and/or organization.

It is also our expectation that students, parents and directors uphold respect for Theatre at the Ridge and other performance organizations by not sharing negative critiques or comments online. We encourage our students to seize opportunities to see live theatre in the community. However, please keep all comments via social media and other online communications positive and supportive. Always remember you represent yourself, your family, Cedar Ridge, and this theatre department as long as you are a student in the program.

Students should feel supported, appreciated and respected by their peers in the theatre department. If you have a concern regarding online chatter or an inappropriate use of social media, please notify your theatre director. We want our students to remain positive and feel safe both online and in the classroom.

Audio and Video Recording

Students must seek permission from their theatre director, fellow students, clinicians, and guest speakers in order to record performances or instruction during class time. Students are not allowed to film or record individuals during theatre classes, rehearsals, performances, or at after school theatre events without the consent of each person being recorded. If a student records an individual during class or while attending a Cedar Ridge theatre activity without their knowledge, they will be referred to an administrator for further action.

Licensing Rights and Royalties

In order for Cedar Ridge to produce our annual theatre season, we are required to license shows and pay royalties for performances. Each license carries specific instructions about the publicity, filming and distribution of performance material. Please be mindful that recording a performance is always strictly prohibited. A special note will be made in programs to remind you of this expectation.

We also want to stress the importance of licensing rights for photographers and their work as artists. If a professional photographer is used for production photos, it is inappropriate to steal their images and post them without their permission. We will always make production photos available to parents for a minimal fee. However, we want to maintain positive relationships with professional photographers by respecting their work and expectations.

Performance Opportunities

Cedar Ridge theatre students enrolled in production courses will have the opportunity to audition for main stage productions. Production courses at Cedar Ridge fall under the Visual and Performing Arts Academy and include Children's Theatre, Comedy and Improv, Shakespeare, Musical Theatre and Theatre Production. Our technical theatre students will be responsible for serving as the technical crew for productions.

Please know that being cast or selected for a main stage show is an honor and requires a great deal of responsibility. Eligibility will be monitored closely and students may be asked to turn in a grade sheet to their director during the rehearsal process of a production. Students must be passing all of their classes in order to participate in a production. If a student is struggling to keep up their grades during the rehearsal period, the director reserves the right to reassign the student's role in the show to allow the student more time to focus on coursework. Please refer to the *2016-2017 RRISD Student and Parent Handbook* for further information regarding eligibility requirements.

Grading Policy

Students will receive a weekly grade based on their daily participation in class. This grade will also include their productivity with others during class time. Classroom infractions that affect student performance will result in deductions from weekly grades.

Each six weeks we will be studying a different unit based on the theatre course description. Students will be assigned a six weeks project to assess their understanding of the material. The six weeks project is a wonderful means for allowing students to create fresh and innovative ideas for theatrical participation.

Theatre grades will be averaged according to the following percentages:

Participation	40%
Projects and Assessments	30%
Journal / Warm-Ups	15%
Performance Critiques	15%

**Performance critique grades will be applied to the 3rd and 6th six weeks.*

Performance Critiques

Theatre is a performance course. Therefore, students are required to attend one live theatrical performance per semester. Students must turn in a program from the production and complete a short critique based on each experience within a week following the performance. We will have numerous opportunities for students to attend productions on the Cedar Ridge campus. Students are also encouraged to attend other theatrical events in the community. Performance critiques must be turned in to their classes **GOOGLE CLASSROOM**. **The deadline for fulfilling this requirement will be Friday, December 6th (fall semester) and Friday, May 8th (spring semester).**

Rehearsal Expectations

It is an honor to be cast in a production at Cedar Ridge. Students should exhibit a sense of humility and gratitude when given this special privilege by meeting the rehearsal expectations of the Cedar Ridge Theatre Department. All students involved in main stage productions must adhere to the following guidelines:

- Students should arrive at the theatre at least ten minutes before the rehearsal is scheduled to begin. This should allow students plenty of time to use the restroom, get a drink, converse with other cast members or review previous blocking.
- Students should be in their warm-up space preparing for rehearsal at least two minutes prior to the scheduled rehearsal time.
- Actors are expected to have their scripts, character workbooks and pencils during rehearsals.
- Students should respect their director by always listening and following instructions.
- Actors should respectfully consult with their director prior to changing their appearance during a rehearsal period. Please do not change your hair color, hair length or style prior to speaking with us about the show's time period and your character's physical appearance in the show.
- Cast and crew members should remain focused during rehearsals. Outside distractions such as cell phones and other electronic devices should remain silent and out of view during rehearsals.
- Rehearsals will be closed to those individuals not involved in the production. Outside spectators will only be allowed in rehearsals with prior approval from the director.
- Students are required to be present for all scheduled rehearsals. Students will be given a rehearsal schedule the first day of each rehearsal process. Parents and students are encouraged to mark their calendars accordingly. Rehearsal conflicts should be addressed immediately upon casting. You may also view rehearsal calendars on the theatre website.
- Cast or crew members who have a previous commitment that prevents them from being at a rehearsal must submit a note signed by a parent or legal guardian at least one week prior to the rehearsal in order to be excused. An unexcused absence from rehearsal can result in a student losing their role or other disciplinary action.
- Food and drinks will not be allowed in the black box theatre or on stage during rehearsal. Students are encouraged to bring bottled water to rehearsals.
- Rehearsals should be an innovative and collaborative process for the actors, technicians and director. It is important that we respect one another's space, creativity and input at all times.

Technical Theatre: Shop Expectations

Students wanting to use any equipment that requires power (tools, sewing machines, soldering irons, etc.) will be expected to attend a safety training presentation, and pass a written/practical exam. Please know that even if you do not plan on using tools, the training is strongly suggested as you will be exposed to them on a regular basis as a theatre student.

DRESS CODE

- Avoid rings, bracelets, necklaces, earrings or any dangly jewelry. Stud earrings are acceptable.
- Long hair should be tied back or kept under a hat or otherwise kept from the face.
- T-shirts and jeans made from natural fabrics, such as cotton, are best. Do not wear worn or ripped clothing as it can cause potential injury.
- Wear closed-toed shoes, sneakers or preferably boots. Sandals, dress shoes, or any other form of non-protective shoe is unacceptable.

*If you fail to dress appropriately during shop hours, you will be asked to leave.

SAFETY RULES

All students in Technical Theatre classes and Theatre Production will be required to complete a safety presentation which will take a comprehensive look into each safety rule specifically and the significance of it while working in the shop and in the theatre department. However, for a quick reference here is the list:

1. **NEVER use any tool unless you have been taught how to safely operate it.**
2. **ALWAYS use eye protection.**
3. **NO HORSEPLAY.**
4. **DO NOT distract, startle, or talk to anyone using a power tool.**
5. **ONLY use a tool in the manner it was designed. (Wrenches are NOT hammers)**
6. **NEVER walk away from a tool that is still turned on.**
7. **ALWAYS use all of a tool's safety guards and guides.**
8. **NEVER attempt to use a tool that is broken.**
9. **NOTIFY the shop supervisor when you find a broken tool.**
10. **ALWAYS clean up your workspace before moving on to a new project.**
11. **CLEAN UP all spills immediately.**
12. **KNOW the locations of ALL First Aid, Fire, and Safety Equipment.**
13. **CLEAN your paint brush thoroughly.**
14. **ALWAYS have someone hold and support a ladder (of any height) while you are on it.**
15. **NEVER work in the shop alone.**
16. **NEVER use your phone in the shop or use earbuds to listen to music.**

*Students who violate these safety rules will be temporarily banned from the shop. Repeated violations will require a phone call to your parent/guardian to discuss being removed from the Technical Theatre class. Safety is always a priority at Cedar Ridge and we want to instill safe practices while working in the shop and on stage with all of our theatre students.

Audience Etiquette

Cedar Ridge parents and students should exhibit appropriate audience behavior at all times. A theatrical or concert experience is a sharing between the performer and the audience. The performers are giving their time and energy to provide an entertaining and educational experience to the audience. In return, the audience should give its full attention to the performers. In order to do this, the following will apply:

- Nobody moves from his/her seat or up and down the aisles once the performance begins. Any latecomers must wait until a selection, event or act is finished before taking a seat.
- During the actual performance, remain silent, except in those rare moments of planned audience participation. Avoid excessive movement or extraneous noise.
- Please avoid calling attention to yourself as an audience member by yelling at a performer, cheering him/her on, etc. In turn, performers on stage must not wave toward or acknowledge audience members.
- Appropriate response is simply clapping, but if you particularly enjoy a piece of music or act, it can be vigorous applause. Verbal or whistle sounds are never appropriate. If you especially appreciate a particular performer or act, it is fine to offer a standing ovation.
- Please adhere to our licensing agreement for all shows and do not use recording devices during performances.
- An announcement will be made at the beginning of each performance to remind you to keep all electronic devices to a non-audible mode during the production.
- We want to share theatre with children of all ages. However, if you have a small child or baby at a performance being loud or disruptive, please be mindful of audience members around you by taking them out of the theatre until they have calmed down.
- Be aware that performers are not allowed to visit after the show in costume. Allow time for performers to hang up their costume, remove character make-up, and clean up their make-up station before coming out to the lobby.
- Audience members are not allowed backstage before, during, or after a performance. If you need to make a delivery to your child, please notify their theatre director and we will make sure they receive the delivery.

Course Fees

This year the theatre department will be implementing the course fees outlined in the RRISD course catalog. These fees allow the theatre department to continue supplying our students with resources and materials to succeed in the classroom. All fees will go to needs for the specific class such as, but not limited to paper, copies, scripts, rights and fees, workshops, set materials, costuming fees, costume maintenance props, and supplies for class projects. The course fees are outlined below.

Theatre 1, 2, 3 or 4	\$15
Directing	\$15
Technical Theatre	\$15
Beginning Acting OR Theatre Production	\$20
Children's Theatre OR Shakespeare	\$35
Musical Theatre I or II (5th Period)	\$50 (Includes tap shoes)
Musical Theatre II, III, or IV (8th Period)	\$100

***For students involved in multiple theatre courses, we have capped the course fee requirements at \$150.00.**

Please know we do not want the course fee to prevent students from being involved in the theatre program. We understand it may cause a financial hardship on some students to pay these fees. We are offering numerous opportunities for students to fund their course fees through ad sales, Texas Roadhouse rolls at Thanksgiving, and other fundraisers. If students do not fulfill their course fee through fundraising, they will be expected to pay the remaining balance. **All financial obligations should be met by Friday, December 11th!**

If students are unable to meet their financial obligation, they should visit with their theatre director about alternative options. **Again, we do not want a student's course fee to affect their level of commitment or ability to participate in the Cedar Ridge theatre department.**

Student Accounts in CUT TIME

Each returning theatre student has an account through CUT TIME, a software system that the district provides for fine arts financial records, inventory, and communication. All of our new theatre students will set up their account in class and can check their financial status at any point throughout the year. We will discuss student theatre accounts and this software in detail at our virtual theatre parent meeting on **August 31st**. If a student would like to use money collected through a fundraiser to assist in course fees, production fees or other theatre expenses, they must fill out a **STUDENT ACCOUNT TRANSFER FORM** found on the theatre website at www.theatreattheridge.com. Please review your account periodically to ensure it is up to date and the information is correct. If you have questions, please contact Mrs. Copeland regarding your financial obligations.

CUT TIME LOG-IN INFORMATION (Returning Theatre Students Only)

Parent / Student School Code: CRHSDrama

Password: Student ID Number

Cedar Ridge Theatre Department 2020 - 2021 Commitment Form

Student:

I have read and understand the *CRHS Theatre Handbook* online, or via a hard copy, concerning my participation in the Cedar Ridge theatre program. I accept personal responsibility for abiding by the guidelines established in this handbook.

_____	_____	_____
Printed Student's Name	Theatre Course	Class Period
_____	_____	_____
Student Signature	Theatre Director's Name	Date

Parent or Guardian:

I acknowledge reading the *CRHS Theatre Handbook* online, or via a hard copy, regarding my student's participation in the Cedar Ridge theatre program. I accept responsibility for supporting my child in their theatre education while abiding by the expectations and obligations defined in this handbook.

_____	_____
Parent/Guardian Signature	Date

