



## HANDBOOK FOR STUDENTS & PARENTS

### A MESSAGE FROM THE DIRECTOR

Welcome, and "Thank You" for joining Boerne High School's Theatre Department. Whether you're a student or a parent, you are now part of the Fine Arts family! The Fine Arts are so important in education today, and in Theatre, students learn many skills that can transfer into nearly every possible job market; life skills such as time management, group dynamics, public speaking and work ethics geared toward project completion; skills that students will use for the rest of their lives.

This theatre department offers many different opportunities for students to discover and showcase their individual talents and find success, both on-stage and off. However, just as in all extra-curricular activities, success comes through continued hard work and dedication. Simply put, there is a substantial time commitment that is expected from members of this department. Students will be investing a lot of time, energy, and personal resources in this program. Just as sports teams must dedicate long hours to win championships, we, too, must practice long hours to produce professional quality shows, win our own championships, and consistently earn the distinction of being known the "Rising Stars of the Texas Hill Country."

Please take a few minutes to read this booklet carefully and make sure you understand the level of commitment this program requires of both students and parents.

I look forward to meeting everyone in the upcoming weeks as we start our new journey in the 2016-17 school year. As we say backstage: GOOD SHOW!

A rectangular box containing a handwritten signature in black ink. The signature appears to be "Israel E. Aviles".

Israel E. Aviles  
Theatre Director

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## PURPOSE

The purpose of the Boerne High School (BHS) Theatre Handbook is to provide parents and students with a resource to which they may refer regarding theatre procedures and policies. The handbook provides students with guidance and information to help them have a positive experience in the BHS theatre program.

## MISSION

TO EDUCATE, SERVE AND GROW FEARLESS THEATRICAL ARTISTS

Our goal is to create and maintain a quality educational performing arts program that provides opportunities in acting, technical theatre, design, and film production.

## GUIDING PRINCIPLES

The following principles will guide us in our planning processes, as well as our day-to-day actions and decisions:

- Do the Right Thing
- Strive for Excellence
- Promote Teamwork, Ensemble & Positive Relationships
- Honor Tradition & Embrace Change
- Work Hard, Have Fun, & Celebrate Success
- Create Lasting Memories
- Win

## STATEMENTS OF EMPHASIS

- We will focus on academic success and positioning students to pursue their life passion.
- We will create an environment where competitive excellence is everyone's expectation.
- We will expand our resources and seek broad engagement to ensure support for our students.
- We will build community and educational relationships for the betterment of the student/artist experience.
- We will enhance the stature of the BHS Theatre logo and expand the brand.
- We will provide an unrivaled audience experience for every guest.
- We will prepare and equip students to competitively pursue higher education opportunities in theatre at the college level

## CONTACT INFORMATION

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**Address:** 1 Greyhound Lane  
Boerne, TX 78006

**Website:** [www.boernehstheatre.org](http://www.boernehstheatre.org)  
The BHS Theatre website is a primary source of theatre information.

**Facebook:** [www.facebook.com/BoerneHighSchoolTheatre](http://www.facebook.com/BoerneHighSchoolTheatre)

**Twitter:** @avilestheatre

**Instagram:** @boernehstheatre

## CLASSES

Boerne High School currently offers the following classes within the theatre department:

- Theatre Arts I-IV
- Theatre Production I-IV
- Musical Theatre I-IV
- Technical Theatre I-IV

Students are not limited to simply being in one theatre class. For example, if their schedule allows, a student may elect to be a member of both a Production class as well as a Technical Theatre class or Musical Theatre. This is not uncommon, but is also not a requirement. The counselors should be able to verify if such an arrangement is possible and/or beneficial to meet individual students' needs.

## PERFORMANCE SEASON

As a performing art, BHS Theatre strives to provide an abundance of performance opportunities. To emulate a collegiate environment, the department maintains a theatre "season" that includes a minimum of three Main Stage productions and four Black Box, or Lab Theatre productions.

**Main Stage Productions** are open to the entire student body to participate, and are usually our most intricate, highly involved productions. They include our Fall Show, All School Musical, and our extremely competitive UIL One-Act Play. Typically students from the Production Classes are involved in these shows, but auditions are open to the entire student body.

**Black Box Productions** are produced on a smaller scale and are mainly geared toward in-class work and rehearsal. These productions include, but are not limited to, Theatre Showcase and Spring In-Class One-Act Plays, and Broadway Showcase/Spring Musical.

## COMEDY IMPROV TROUPE (NEW!!!)

This is a student led organization geared toward bi-monthly comedy improv performances. Students designate meeting times/dates for rehearsal and performances. Auditions will be held at the beginning of each semester to fill vacancies in the troupe, and are open to the entire student body.

## THESPIAN SOCIETY

Boerne High School is home to International Thespian Troupe #3724. Students earn the honor of induction into this theatre honorary organization based on points accumulated during participation in theatre activities. ITS serves as the only internationally recognized theatrical honor society for high school students,

and offers students several opportunities, scholarships and grants to help students make the transition to college performing arts programs. For more information regarding ITS, visit the website <http://boernehstheatre.org/thespian-society/>

## LETTER JACKETS

Students in BHS Theatre can earn a Varsity Letter in one of the following ways:

- If a student is enrolled and earns credit in a theatre course all four years of high school, they will earn their letter at the beginning of their senior year.
- If a student is a member of the UIL One-Act Play cast or crew and that show advances past District.
- If a student is a member of the BHS Thespian Society and earns a total of 30 points.

## BEHAVIOR GUIDELINES

**These classroom rules are based on one simple premise: RESPECT!**

Respect your peers' time, property, work, space

Respect your own body, mind, voice, craft, education

Respect your director's time, space, property, authority

- Be on time.
- Have all Supplies.
- No food or gum on stage. Water is encouraged in your own, personally marked water bottle with a closeable lid. **NO DISPOSABLE WATER BOTTLES!!!**
- Dress appropriately for class and according to district dress code. Students will not be excused from activities for making the choice not to dress appropriately. Students will receive a "0" for the day, if unable to participate due to inappropriate dress. Students may change into appropriate clothing for stage movement before the bell rings. Production class members are encouraged to purchase and wear rehearsal "blacks."
- Audience etiquette is a major portion of your grade. During performances, stay in your seat throughout the entire performance. Give your full attention to the performers. Show respect for your classmates and encourage them to succeed by performing your job as an audience member.
- Vulgar, tasteless comments and/or obscenities are discouraged in scenes, monologues, and/or improvisations. When in doubt, check with your director
- No headphones, earbuds, cell phones, or any other type of electronics may be used during class, or in rehearsal unless we are using them for a project or we are reading alone.

## FIELD TRIPS

### Guidelines for BHS Theatre Trips

In addition to those policies set forth by BISD and BHS, theatre members will also adhere to the following policies:

- Everyone travels with the group and returns with the group. Special permission to travel in some other manner may be granted if a parent gives the director a request for another arrangement at least 24 hours prior to the trip in written form with a signature and a date.
- Students will not be released to anyone unless a permission note, signed by the parent, has been turned in and the student has checked out with the director or designated chaperone.
- Students may not ride with other students or other students' parents unless they bring written permission in advance from their parent/guardian.
- Only portable radios, mp3, or CD players *with earphones* are allowed on the bus. The BHS Theatre Department assumes no responsibility for personal items lost or damaged on theatre trips.
- Follow the instructions of the theatre director, staff, bus drivers, and parent chaperones at all times. They are your legal guardians in the absence of your parents.
- For the safety and security of all of our students, the director and chaperones reserve the right to check all luggage prior to departing on any theatre trip.
- Drug, alcohol and tobacco policy: The use of these items will not be tolerated during any theatre activity at BHS or away from school. School and local authorities will deal with any student found with these items with the same penalties as if the offense occurred during the school day. In addition, the students will be sent home immediately at the parent's expense. Students in violation of the policy will face the penalties set forth by the school, up to and including removal from the Boerne High School Theatre Department and all auxiliary theatre activities.
- Students are expected to conduct themselves in a manner that reflects positively on Boerne High School and BISD. Students must follow all Theatre and BISD rules as well as legal, ethical, and moral requests from the director or chaperones while on the trip.
- Students must dress appropriately for the location of the trip as designated in advance by the Theatre Director. Any student dressed inappropriately will not be allowed to attend the trip and funds will not be reimbursed. In addition, students must follow the BISD dress code at all times.

### Attendance Policy for Trips

All theatre trips are optional unless otherwise specified. Contests & Clinics are NOT considered field trips. Only BHS Theatre members and their parent chaperones are allowed to participate in BHS Theatre trips. The following criteria may disqualify theatre students attending any theatre trip:

- Any unexcused theatre performance absences during the school year.
- Any unexcused theatre rehearsal absences during the school year.
- Any ISS assignments at any time during the semester in which the trip occurs.
- Any office referrals from the theatre director or any BHS Teacher/Administrator.

## **Trip Pick Up**

Parents must be prompt when picking up their children from theatre trips. Students are encouraged to bring cell phones on theatre trips to call parents regarding our arrival time on our way home.

District policy does not allow the director to leave students unattended on the BHS campus after school hours. Parents, please be prompt to pick up your students.

## **After Hours Drop-Off and Pick-Up**

The staff parking lot between the field house and back of the stadium should be used as the drop off and pickup location for theatre activities that occur outside of the regular school day.

## **DIGITAL CITIZENSHIP**

Maintaining a higher standard of conduct will also include ensuring that theatre members' digital footprint and/or social media presence is appropriate and positively represents BHS Theatre, BHS and BISD as a whole. The internet is a worldwide, publicly accessible form of communication. Any social media platform such as Instagram, Twitter, Facebook, Snapchat etc, has the potential for entering public domain and becoming accessible to anyone at any time, even if something is seemingly marked private. Members are responsible for their personal social media, postings, as well as posting from or on other students' social media. Unacceptable use of social media includes (but is not limited to) profane, foul, or disrespectful language (including abbreviated or foul slang), pictures, suggestive poses, inappropriate clothing (or lack thereof), references to alcohol, drugs, and/or tobacco, photos suggesting the use of alcohol, drugs, and/or tobacco. Students should also refrain from any postings (text or pics) that could be interpreted as negative or threatening towards BISD teaching staff, administration, fellow thespians, other theatre departments. Any such incident will result in review by the director and administration and will lead to immediate disciplinary action.

## **DUE PROCESS**

All BISD students are entitled to due process in accordance with BISD guidelines. Our goal as a staff is to ensure that all students are treated fairly. Please contact the director if you have any concerns. We will work with you to resolve problems.

## DAILY SUPPLIES

Students need to bring the following items to class everyday:

### **Theatre I-IV**

APPROPRIATE CLOTHING FOR STAGE MOVEMENT

- 1 Highlighter
- 2 Pencils w/eraser
- 2 Pens - Black or Blue ink
- 1 three-ring 1" notebook to hold scripts and handouts
- 1 Composition Notebook to keep as a class journal
- 1 Mixed Media Sketchbook

### **Tech Theatre Classes**

APPROPRIATE CLOTHING FOR WORKING

- 1 three-ring 1" notebook to hold scripts and handouts
- 1 Composition Notebook to keep as a class journal
- 1 Mixed Media Sketchbook
- 2 Pencils
- 2 Pens - Black or Blue ink
- Safety Work Gloves

## GRADING GUIDELINES

- 50% Performances/Major Projects/Tests
- 25% Participation which includes audience etiquette, warm-ups, daily projects, daily performances, discussion participation, performance attendance
- 25% Notebooks/Homework/Written Assignments

## MAKE-UP WORK POLICY

If you are absent when an in-class performance is due, your group will perform. If we are still on that particular project when you return to class, you will be able to perform that day. Otherwise, you will do a written assignment to make up for the performance/presentation missed. If it is an individual performance or project, you will be able to schedule a time to perform or present before or after school within the BISD guidelines for makeup work for absences.

## LATE WORK POLICY

Late work is accepted within 5 school days of the original due date. A penalty of ten (10) points will be deducted for each day the assignment is late. Performances they must be made up with an appropriate solo performance, written assignment or other agreed upon task.

Students who receive a failing grade on any evaluation or assignment have the opportunity to re-do the assignment, within five school days of receiving the assessment of the assignment.

Re-teach/relearn opportunities will be provided at tutorials before school.

## FEES

There is a class supply fee that is used to buy consumable supplies specific for each class. The supplies for each class depend on the projects for a specific class section. Some of the items we must replace or purchase are makeup, props for shows, art supplies for design projects, play scripts, tissues, markers, scissors, tools, costumes, costume cleaning, wigs, paper towels, glue sticks, baby wipes, makeup sponges, fabric and royalties for performances of class plays. Donations of these items are also always appreciated.

If a student is enrolled in more than one theatre class, they are only responsible for the higher rate supply fee. 2017-18 supply fees are as follows:

**Classroom Supply Fees** – These fees apply to all students enrolled in any Theatre Class, and are used to purchase consumables such as paints, makeup supplies, craft materials etc. used for in-class projects, assignments and performances.

- Technical Theatre Class = \$40 (Includes OSHA Safety Certification)
- Theatre I/II/III = \$20
- Theatre Production Class\* \$40 – (Includes a BHS Theatre T-shirt. This shirt is required for performances, field trips, etc. Theatre Department shirts are an additional \$20 purchase for students in Theatre Classes I/II/III)

**Extracurricular Cast Fees** – These fees cover the cost of a Show T-shirt, script/notebook, costume dry cleaning, makeup, royalties and construction materials, and only apply to those cast in Main Stage productions

- Fall/Spring Main Stage Shows Cast and Crew = \$75
- Musical Cast and Crew = \$100
- UIL One-Act Play Cast and Crew = \$75

**Costume Fees** – These fees cover the cost of costume rental, construction, alterations, and cleaning for each Main Stage production, and only apply to those cast in Main Stage productions.

- Fall/Spring Main Stage Shows Cast and Crew = \$100
- Musical Cast and Crew = \$125
- UIL One-Act Play Cast and Crew = \$125

All fees are due no later than 2 weeks after casting of a show or the start of participation in theatre classes.

ALL checks should be made out to **Boerne High School** and will be deposited into the BHS Theatre Student Activity Account.

Please include a driver's license and a phone number on all checks.

## STATEMENT OF FINANCIAL POLICY

It is the philosophy of the BHS Theatre Department that no student should be denied the privilege of participation due to financial hardship. For options in meeting financial obligations, parents should contact the director.

## FUNDRAISING

All fundraisers are optional, but students are encouraged to participate. The money raised is used to improve the theatre department and for student activities. In the case of ad sales, monies raised there are used to cover costs the show for which the ads are sold; primarily costuming, set construction, and royalties/licensing fees.

Annual/Ongoing Fundraisers:

- Program Ad Sales: Begins at Theatre Roundup and ends with deadline for UIL One-Act Play Public Performance in the spring semester.
- Haunted Theatre: Annual Haunted House event; revenue generated through ticket sales
- School Talent Show: All-School Talent Show

### **Fundraising Guidelines**

All money raised belongs to BHS Theatre and cannot be refunded for any reason.

Students are responsible for retrieving ad artwork and monies.

Problems with a fundraiser must be reported to the theatre director within 24 hours.

Students are responsible for delivering products to the ordering customer.

All fundraising money must be collected when the order is taken or product is given. Fundraising money must be turned in by the pre-determined due date. If a student takes a product to sell and something happens to the product (lost, stolen, damaged, etc.) the student IS financially responsible for the value of the product.

Students are responsible for money that they carry and should turn in cash as soon as possible. DO NOT carry cash around campus!

**Insufficient Funds** - BHS Theatre is not allowed to accept checks from any individual who has had one check payable to BISD that was returned for insufficient funds. Cash or money orders can be accepted in this instance.

## EXTRACURRICULAR GUIDELINES (AFTER SCHOOL PARTICIPATION)

All theatre students are required to attend at least one performance of each of the Main Stage productions throughout the school year, and to submit a written critique of the show. Attendance is recorded as a grade, and critiques are due in class within one week of the final performance of a production. Actual due dates will be announced in class and posted online.

### **Theatre I-IV Classes**

Students in Theatre I-III classes will perform in showcase scene work and/or one-act play productions each semester. Rehearsals and preparation for these one-night performances take place primarily during class. However, these students must attend one after school technical rehearsal the evening prior to performance. They must also, of course, be present to perform on the night of the scheduled performance. These students must also complete ushering/house management duties for at least two nights of performances for department productions. These performances and duties are not considered extracurricular activities, rather a regular extension of classroom instruction, and is graded as such.

Beyond that, participation in school productions (i.e. an Actor or Tech Crew member for Fall Show, Musical, UIL OAP, etc.) is strongly encouraged for all students in these classes, but not required.

### **Technical Theatre I-IV Classes**

Tech students are required to contribute a minimum average of 8 outside of class production hours and attend at least one Saturday workday per grading period.

### **Production I-IV Classes**

Participation in extracurricular activities is required of students in Production Classes. Students audition to earn a spot in these classes. Therefore, it is assumed they are committed to participating in extracurricular theatre. All production students must audition for all extracurricular theatre productions. However, it is stressed that participation in extracurricular theatre is a privilege, not a right. The theatre student is accountable and responsible for all policies contained within this handbook and for any additional ones that the director might add.

## ELIGIBILITY

Students participating in extracurricular activities are governed by UIL and TEA eligibility requirements. A student shall be suspended from participation in all extra-curricular activities sponsored or sanctioned by the school district during the grading period following a grade reporting period in which the student received a grade lower than seventy in any class. Loss of eligibility does not take effect until seven days after the end of the reporting period. Ineligible students are not suspended from practice or rehearsal of extra-curricular activities. The student is not suspended from participation during the period in which school is recessed for the summer or any other vacation time.

Students may regain eligibility under certain circumstances. If a student has been suspended as a result of failing, he/she may regain eligibility by passing ALL courses in the third week of the affected grading period. Reinstatement of eligibility would occur seven days after the three week progress report period (see TEA/UIL Side by Side).

The eligibility law does not affect activities that are considered curricular components of any course. Examples of these activities are all rehearsals and performances that take place as a regular extension of classroom instruction. Any performance that is competitive in nature, or for which admission is charged, is deemed extra-curricular.

## AUDITIONS

Auditions for involvement in extracurricular activities are announced at least two to three weeks before the beginning of the production schedule.

### **Audition opportunities include**

Season Opener/Camp Show – school-wide eligibility

Fall/Spring MainStage Shows – school-wide eligibility

All-School Musical – school-wide eligibility

UIL One-Act Play – school-wide eligibility

Comedy Improv Troupe – school-wide eligibility

Theatre Class Shows – Must be enrolled in a theatre class to participate

### **Audition Criteria**

Grade eligibility for performance (see eligibility page)

Attendance and participation at auditions and callbacks

Appropriateness of student to the role and ability to perform the role

Student fits in the ensemble of the cast

**Cooperation and preparation** in the audition

Student ability to attend rehearsals and performances

\*Students must list **ALL** CONFLICTS ON THE AUDITION SHEET. This includes doctor appointments, family trips, other school activities, church etc. **ANYTHING THAT PREVENTS THE STUDENT FROM ATTENDING REHEARSAL One-Act Play Rehearsals WILL BE SCHEDULED DURING SPRING BREAK AFTER WEDNESDAY. Please make any travel plans accordingly.**

## REHEARSALS

### Rehearsal Limits

UIL Guidelines limits the amount of time spent in after-hours rehearsals for students during the academic school week. The academic week begins at 12:01 am, Monday morning and runs through 4:00 pm, Friday afternoon. There are no limits of rehearsal times on weekends.

### Rehearsal Rules

**ATTEND ALL REHEARSALS** for the **ENTIRE** time unless stated on the conflict sheet at the time of auditions

**BE ON TIME** and ready to work at every rehearsal

Stay in the designated area for rehearsals and watch or work quietly

**NO ONE** is allowed in a BHS Theatre rehearsal other than the cast, crew, and directors. Exceptions can be made by the director, but must be requested with **AT LEAST** 24 hours notice.

Have a script, pencil, and journal at all rehearsals

BE MEMORIZED on due dates

**WEAR appropriate rehearsal attire** (i.e. DANCE CLOTHES WHEN NECESSARY, REHEARSAL SKIRTS AND/OR SHOES, etc.)

**UNEXCUSED ABSENCES ARE GROUNDS FOR DISMISSAL** – an unexcused absence is any absence in which the director has not been given at least 24 hours prior notice.

**DO NOT LEAVE** the rehearsal at any time without permission or they may be removed from the cast or crew

**One-Act Play Rehearsals WILL BE REQUIRED DURING SPRING BREAK AFTER WEDNESDAY. Please make travel plans accordingly.**

## SCHEDULE CONFLICTS

When a student is involved in more than one school activity that occurs outside of school time, conflicts may occur. Students must check event calendars for all of their scheduled BHS activities for conflicts as soon as dates are available. The student must notify all affected parties (Theatre director, parents, coaches, employers, sponsors) when there is a conflict so that there is time to determine how to handle the conflict **The student MUST give the director at least 24 hours notice in order for it to be considered an excused absence (with the exception of emergencies/sudden illnesses.**

## PERFORMANCE EXPECTATIONS

- \* Cast and Crew are required to report on time for dress rehearsals and performances
- \* Students are **NEVER** to leave the backstage areas of the theater or the campus in makeup and/or costume.
- \* Students will not invite persons outside the cast and crew to any backstage areas, in dressing rooms or the green room/Black Box.
- \* Stage etiquette should always be followed including courtesy and consideration for cast, crew, and directors

**Students are expected to stay and help strike on closing night of the performance. This is part of the theatrical process. PARENTS DO NOT PLAN TO TAKE STUDENTS HOME IMMEDIATELY AFTER A PERFORMANCE.**

## BHS THEATRE PARENT ORGANIZATION

The parent organization provides support for the theatre program through volunteer support and fund-raising. All theatre parents are eligible to be members if they have a child in theatre at Boerne High School. All parents are invited to attend parent meetings, although participation is voluntary.

## PARENT VOLUNTEERS

Anyone interested in volunteering with BHS Theatre in a capacity where they will be around students will be required to complete the background check forms and return them to the director at least three weeks prior to direct involvement with students.

## FORMS

All Theatre students and parents must sign the Handbook acknowledgement form verifying that these policies are understood. This form is located on the last page of this Handbook, as well as on the BHS Theatre website. It is to be printed, signed and then returned to the director.

All Theatre students and parents must also sign a travel permission form for the current school year. This form is also located on the website and can be printed, signed and returned.

All Theatre Students and parents will also be asked to sign a photo release form allowing us to place photos of students on the website, in programs and/or show advertising/marketing posters, flyers, etc.

## SIGNATURE PAGE

I have read the Boerne High School Theatre Department Handbook for Students and Parents. I understand and agree to all of the terms and conditions outlined in this document.

Student Name (print): \_\_\_\_\_

Student Name (sign): \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Name (sign): \_\_\_\_\_ Date: \_\_\_\_\_