

# BIG SKY HIGH SCHOOL THEATRE DEPARTMENT

## TECHNICAL THEATRE



## STUDENT HANDBOOK

**Instructor: Mrs. Sarah DeGrandpre**

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**Room/ Office: 132 and Stage**





# BIG SKY HIGH SCHOOL THEATRE

**Take the elective classes with *enthusiasm* and *desire* to learn all that you can.**

The curricular offerings for the BSHS Drama Department are as follows:

**Theatre I:** Open to any student of any grade level enrolled at Big Sky High School

**Theatre II:** By consent of instructor and audition interview – grades 10 -12

**Theatre III:** By audition only – primarily in grades 11 -12.

**Theatre III/IV:** By audition only – students in grades 12 who have completed Drama II and III.

**Technical Theatre:** By consent of instructor – students should have completed and passed Theatre I to be enrolled in this course. Course is for students primarily in grades 11-12 but open to any grade level upon consent.

**Film Studies:** By consent of instructor - students should have completed and passed Theatre I to be enrolled in this course. Primarily for students in 11-12 grade but open to grade 10 upon consent.

**Movement for the Theatre:** Open to any student of any grade level enrolled at Big Sky High School

**IB Theatre:** Standard Level and High Level – Two-year program beginning Junior Year.  
Prerequisite – Theatre I

See the Instructor for more information on any of the above listed classes

## **Extra-Curricular Program:**

**School Plays:** By audition only – extra-curricular, generally the elite students dedicated to drama and performing. Open to all grade levels. Any student enrolled at Big Sky High School may audition for the plays or technical positions. Although not a requirement, it is often helpful for students who wish to participate in all school productions to have completed Drama I.

**Thespians:** By Membership only. Members of this extra-curricular, elite troupe have earned the right to be honored as Thespians through points earned working on upper level class performances and outside of class activities. This program is offered to any student enrolled at Big Sky High School who has completed the requirements to earn membership into the Big Sky High School International Thespian Honor Society of Troupe 3090.

**Travel Opportunities:** Each year there may be opportunities for students to go on special trips arranged through the Theatre Department. Students who wish to be able go on these trips must be academically eligible, able to pay all fees/funds before the trip begins, and approved by the Theatre Instructor to go on the trip. Trips may include Spokane – day trip, New York –weeklong trip, and Nebraska to attend the International Thespian Festival – summer trip.

**Tech Work Opportunities:** Throughout the year, there may be opportunities for students to work for the school or MCT in technical positions. In some cases, there may even be a stipend available.



# BIG SKY HIGH SCHOOL THEATRE

## STUDENT EVALUATION / GRADING

### Grading Policy

Theatre is unique to the curriculum in that it is a performance-based organization. Students involved in upper level Theatre classes must understand that each performance and rehearsal is considered a necessary part of the class curriculum and will be treated as such. It is the philosophy of the department that each student is not only responsible to themselves, but to the organization as well as other students for participation in performances.

- A. In order to pass the technical theatre class – you will be required to complete work hours outside of class time. Hours can be accumulated by participating in production work during performances (ex: ushering for a show), work nights, and weekend workday calls.

#### The following hours for grades will be in effect for each semester

- 30 hours equals an A plus fulfilling and following all class work as listed below
- 25 hours equals a B plus fulfilling and following all class work as listed below
- 15 hours equals a C plus fulling and following all class work as listed below
- 10 hours or less will result in failure and being ask to leave the class.

- B. The following areas will be used for grading purposes with a percentage of the student's grade assigned to each area:

**I. Daily Participation and Attendance (35%):** Daily "in class" work will consist of tech theatre vocabulary, theatre safety review, design and manager studies, note taking, reading of plays, theatre cleaning and repair, and building and painting sets, as well as any other production work that needs to be completed that day. Students have the opportunity to earn up to ten points per class meeting as follows:

- |   |             |
|---|-------------|
| A – on time to class in assigned seats when bell rings, prepared to learn, actively positive and responding quickly to instructions. Dressed for the designated being done that day (such as close toed shoes, hair tied back etc.) | 9-10 points |
| B – on time to class in assigned seats when bell rings, prepared to learn, basically positive, listening, and responding to instructions.   | 7-9 points  |
| C – late to class, neutral, talkative, barely participating responding occasionally to instructions   | 5-6 points  |
| D/F – late to class, basically negative, disruptive, or unsafe, ignoring instructions and distractive to the class  | 4-0 points  |

**Tech Theatre in class work:** Students may be working in one the following areas during class time; lighting, sound design, costuming, set construction, props, set painting, stage management, house management, set design, make-up. Students will be expected on a daily basis to clean and maintain the theatre facility and report any faulty or damaged equipment. Students should wear appropriate and safe clothing when working in these areas.

As individuals, we each need to be responsible for self-discipline. This requires **Integrity**. Essentially this means: Doing the right thing even when we don't feel like it

**Students who are consistently being unsafe and or not participating, thus earning 0 points on weekly basis will be asked to leave the class permanently as they are disruptive to student's education and putting students enrolled in the class at risk.**



# BIG SKY HIGH SCHOOL DRAMA

## **Attendance Policy**

**Tardies:** Students are tardy if they are not in their assigned seat when the bell rings. Each student will be allowed three (free) tardies per semester that will not affect your grade. For each additional tardy within a semester, five points will be deducted from your Daily Participation grade. Students who are consistently tardy will be referred to the office.

**School-Sponsored Absences:** No loss of daily participation points. Student must inform the classroom teacher in advance that they will be missing class due to a school-sponsored activity. Students must make up any assigned written work within one week of the absence or the student will receive a "0" on the assignment.

**Excused Absences:** The first three class absences within a semester will not affect your grade. For each additional class absence, you will receive a zero for your daily participation grade. Make up work may be assigned for any rehearsal missed due to excused absences. It is the student's responsibility to ask for missed assignments.

**Performance Absences:** Absences from performances may be excused by the instructor in the event of serious illness or family emergency. School activities conflicting may also be excused **if arranged IN ADVANCE** between the instructors involved. A written note must verify excused absences or phone call from a parent/ guardian or school affiliated coach. Excused absences must be made up using materials assigned by the instructor within two weeks of the missed performance. The student is responsible for getting the assignment from the instructor. A percentage grade will be awarded based upon the results of that material. The student may also take the option of making up time in service to the theatre department. One night's performance usually consists of 4 hours of time spent working on the production. Students may come in on work-days or after school hours to make up the time. This work will usually consist technical/preparation work for the upcoming production. Material/Time not completed within the state two-week time period and unexcused absences will result in the percentage grade of "0" for that event (letter grade of F).

**Unexcused Absences, Suspensions, or Truancy:** The student will receive a "0" for daily participation grade or for any other graded activity missed during the absence. This cannot be made up unless otherwise indicated by the school office.

**Class and Performance Attire:** Technical Theatre - Color for shows is Basic Black **In class all students should be wearing closed toe shoes. Long hair must be tied back.** Students should wear clothes they can work in without fear of paint splatters – paint shirts and suits will be provided when needed.

**On Performance nights** - Long Sleeve Black T-Shirt / Short Sleeve Black T-Shirt (provided) **Black pants /jeans or very dark wash jeans. Black socks. Comfortable Black/dark shoes**



# BIG SKY HIGH SCHOOL THEATRE

**STUDENT EVALUATION / GRADING. Performances (35%): Attendance at Performances is required.** Performance attendance is considered to equal a major exam. Each student satisfactorily participating in a performance by arriving on time signing in, wearing the proper performance attire, being ready by the company meeting time and completing their assigned jobs will be awarded the percentage grade of 100% for that event. Students will be notified of all performance dates at least one month before that performance or sooner, if possible. Performance work in tech theatre includes; back stage set/run crew, front of house security and ushering, backstage security, and leadership positions working full run of show.

Each infraction (i.e., tardiness, improper performance behavior, etc.) lowers the student's grade.<sup>4</sup> **It is strongly recommended that student avoid being absent from any performance/tech rehearsal.** See notes above for performance absences. **Please set aside the evenings you are scheduled to work as a part of the run crew or technician. We need you and expect you to be there.**

**III. Written Work/Tests & Class Requirements (35%):** Portfolio grades, daily work, design work, notes, quizzes/tests will be given each quarter. In addition, students will be expected to present all work in a personal portfolio review at the end of each semester.

- **Students are required to keep a portfolio of all the design work and projects completed in class. Students will be instructed in how to organize a technical portfolio with resume/skills list and cover letter.**
- **Students are required to keep a portfolio of handouts and notes.**
- **Students are required to work on one aspect of technical theatre and complete a project each quarter. Projects may be selected from class project list and will be based on approval by the instructor.**
- **Students are required to participate as part of the "Run Crew" of the current quarter production and in the "Strike" following the closing of shows. Please note this means after class/school hours and may include Saturdays. This means students are required to work on all theatre productions offered each quarter.**
- **Students are required to complete the following class assignments: Learn to use the Sketch Up program and design a basic set, basic make- up application, basics sewing skills including sewing on buttons, dry goods folding, prop table set up, publicity poster design, basic costume and make-up design, basic lighting information and safety, flat construction, paint pallet/color design and production management skills**
- **Students are required to view safety films, take notes, and pass tests on the safety units. Students will not be allowed to use theatre equipment until students have passed the safe theatre test.**
- **Students will be required to complete the research assignments for each of the areas of technical theatre including but not limited to sound, set design/construction, costumes, special effects, make-up, advertising, and stage management.**
- **Students are required to have Permission slips signed by parents and turned into the instructor prior to working on productions. See back of this handout.**

Note: If any requirement should cause a financial hardship, see the instructor. **Lack of funds/equipment or not being able to get off from work/activities will not be accepted as an excuse for not participating in fulfilling this requirement.** If you have a problem with this assignment, see the instructor immediately so that arrangements may be made for you to fulfill this requirement. **One cannot study tech theatre effectively without the experience working as part of a production crew during a live performance.**

**All written work, assignments, and performance-based work must be completed and turned in ONE-WEEK PRIOR TO THE END OF EACH SEMESTER. No assignments will be accepted after that date.**

**Students will be instructed on proper etiquette, and will be required to be a good audience during all class presentations. Students will be instructed on proper technician production protocol.**

**Students will learn and be expected to learn and use correct theatre tech terms.**

(Detailed class requirements can be found in the student's classroom folders and is included with this handout for parents/guardians)

**Tech Theatre Students may also have opportunities to take field trips to MCT and UM Theatre Department.** Field trips will follow Big Sky High School field trip policies.

Being rude, sleeping, reading, working on other assignments, etc, will result in 0 points for work completed in that class period and 0 points for work assigned during class.

**A failure for the semester will result when a student does not carry through with their major requirements, completing their written work, and or performance work.** Your grade per quarter will be broken down into the following categories: 1/3 performance work, 1/3 written work and tests, 1/3 attendance and daily work. Your performance work will be taken into account in each of these areas. For example, attending class but sleeping does not count for being in class and working. Your semester grade will be figured from the total number of points available for the entire semester.

**Each class period you will work on a technical assignment that will earn points toward a daily work grade.** If you are not in class, you cannot be graded. Due to the nature of this class, construction time cannot be made up. Once the work is completed or the period is over, it is over. Time cannot start again when it is convenient for you to be in class. It is the same as if you were on a basketball team. If you didn't get to play in the game, the game is not made up or played over when you can be there.

**Generally we are always on a very tight schedule and projects must be completed on schedule.**

**As Technical Theatre is one of the arts, not only is it important that the work be well done, but also that it be presented in a creative and skillful manner.** Much of the student's grade will depend on how well he/she can use his/her creative ability.

**Remember to receive an A you must:**

- 1. Complete 30 hours of outside class production work**
- 2. Complete the class requirements.**
- 3. Present your work in a creative and skillful manner.**
- 4. BE and WORK in class.**

**Extra Credit** may be earned when a student has completed all of the class assignments. If one is Completing all class assignments, a student should not need to do extra credit. Saturday work days will count as extra credit if needed. **Students are given every opportunity to succeed and earn an A in Technical theatre. The student is responsible for the grade he/she earns and work he/she completes.**



# BIG SKY HIGH SCHOOL THEATRE

## THEATRE AWARDS & LETTER AWARD REQUIREMENTS

Because of the great amount of time and effort exerted by many Big Sky Theatre students in their theatre activities, a letter award is given to afford these students due recognition and incentive.

**In order to letter in theatre, one school year, a student must achieve 10 or 100 hours working in the theatre at Big Sky High School. Lettering points/hours are only earned through play productions open to the Big Sky Student body.** (In other words, one cannot letter for class production work or work done in other theatres outside of Big Sky High School.)

Points/hours are achieved through participating in various activities in the theatre including such things as lead roles, stage management, thespian officer duties, etc. All points/hours are based on the recommendations from the International Thespian Honor Society. One point is equal to 10 hours of work in the theatre.

Points will be kept posted by the thespian officers and students will be notified if they have lettered before the end of the year award ceremony. Students may check their lettering points at any time.

Students may also earn the right to become members of the **International Thespian Society**. The International Thespian Society is an honorary society for high school theatre students and has troupes in more than 3,900 North American schools. ITS has inducted more than two million members since its founding in 1929. This society includes many famous actors such as Tom Hanks and Goldie Hawn.

The International Thespian Society is supported by the Educational Theatre Association.

The Educational Theatre Association and its International Thespian Society branch have been working since 1929 to honor excellence among students of theatre and support the work of theatre educators. Originally focused on theatre in high schools, EdTA has in recent years broadened the scope of its mission to embrace the concept of theatre as an instrument of lifelong learning and has expanded its membership to include students and teachers in middle schools, and college students preparing for careers in theatre education. You may find out more information about both of these organizations through their website at [EdTA.org](http://EdTA.org).

### **Theatre/Thespian Honor Cords**

Theatre students who have become thespians who have a high GPA and have fulfilled the following requirements will be awarded Blue and Gold Thespian Honor cords to wear during the graduation ceremony. Requirements for these cords include the following:

- Thespian member in good standing i.e. dues paid and attending meetings. (please check to see that you have all your fees paid by June 1st)
- Earned Varsity Letter
- Earned 40 or more Thespian Points
- Held Thespian Office
- High G.P.A. Approved by Senior Councilor



# BIG SKY HIGH SCHOOL THEATRE

## School Policies

**Cell Phone Policy:** According to the Big Sky High Student Handbook, student possession and use of cellular phones on school grounds is a privilege. School authorities reserve the right to restrict the use of cell phones during school hours.

High school students may use cell phones on campus before school begins, during the lunch period, and after the instructional day. They must be kept out of sight and turned off during the instructional day including passing time between classes.

During performances, students will not be allowed to have cell phones on stage or back stage. Lock boxes will be provided for valuable items such as phones, ipods, wallets, etc.

**Dress Code:** The following is expected for Tech Theatre class. Students must wear closed toe shoes when working in the scene shop and longer hair must be pulled back into a hair tie.

According to the Big Sky High School Student Handbook, students are expected to wear clothing that does not distract from the learning environment. **Also needed for production nights:**

Long Sleeve Black T-Shirt (optional but comes in handy)

Short Sleeve Black T-Shirt (you may purchase your own or one will be provided for you)

Black pants

Black socks

Comfortable Black/dark shoes

**The theatre instructor will inform students of the specific dress code when students are traveling or going on special trips. It is expected that this dress code is followed.**

**ALL OTHER SCHOOL POLICIES APPLY.** (See Student Handbook)

## General Classroom Rules

- 1. Be on time. Be on time to class, rehearsals, and for evening show call time.**  
Being on time includes being ready to go to work. Please be respectful of time, we work together and being late slows everyone down.
- 2. No hats or dark glasses are to be worn during class.**
- 3. All electronic devices one listens to must be stored away during class time. No students should have any headphones/ear buds plugged into their ears at any time.**
- 4. Cell phones must be kept in backpacks/ purses left by the door. Cell phones are not allowed to be out or in use during class.** (i.e. no texting during class time)
- 5. No gum, pop, coffee, food or candy is to be in the classroom or stage during class/rehearsal time.**

Water bottles only. Please spit out your gum on your way in the room.

Each student enrolled in Theatre department classes will have a detailed list of rules and expectations along with course requirements and guidelines in their classroom folders/binders.





# BIG SKY HIGH SCHOOL THEATRE

We acknowledge that we read and understood the expectations specified in the Big Sky High School Drama Department Handbook. We will comply with its contents.

**DATE DUE: Please return this completed form on or before September 30th**  
**Assignment value - worth 200pts**

**DRAMA STUDENTS PRINTED NAME:** \_\_\_\_\_

\_\_\_\_\_  
Student Signature and      Date      Parent(s)/Guardian Signature and      Date

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## Emergency Information

1. Student's Name \_\_\_\_\_

2. Parent(s)/Guardian Name \_\_\_\_\_

3. Please put the number where you are most easily reached first.

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

4. Address \_\_\_\_\_

5. Students Birth date      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
   Month     Day     Year

6. Medical Information: allergies, diabetic, etc...

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In case of illness or serious injury, I give medical authorities permission to treat my son or daughter.**

Date \_\_\_\_\_ Signature \_\_\_\_\_

Printed name of Parent or Guardian \_\_\_\_\_



# BIG SKY HIGH SCHOOL THEATRE

## PERMISSION FORM TO WORK ON LIGHTS USING LADDERS, GENIE, SCAFFOLDING, ELECTRICAL EQUIPMENT & POWER TOOLS

I \_\_\_\_\_ give \_\_\_\_\_  
(Parent's name) (Student's name)

permission to use the Genie (lift device) and/or ladders to set up lights in the Theatre under the supervision of Sarah DeGrandpre. I understand that my student will be trained in the proper use of the Genie and be instructed in basic safety for hanging and focusing of lights at Big Sky High School as well as trained in the proper use of ladders, electrical equipment, and power tools.

\_\_\_\_ Check here if your student has a fear of heights and should never be on a ladder.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ **I do not wish my student to use any of the above listed equipment**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

I have these concerns about my student using the equipment listed above for class.

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### **Filled out after student has completed the safety unit and passes the safety test.**

\_\_\_\_\_ has been instructed on the basic safety of the  
(student's name)  
use of the Genie, ladders, and light system and power tools at Big Sky High School.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Theatre teacher signature \_\_\_\_\_ Date \_\_\_\_\_

# IB LEARNER PROFILE

The aim of all IB programmes is to develop internationally-minded people who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be:

## Reflective

Give thoughtful consideration to your own learning and experience.

You are able to assess and understand your strengths and limitations in order to support your learning and personal development.

## Open-minded

Understand and appreciate your own culture and personal histories, and are open to the perspectives, values and traditions of other individuals and communities.

You seek and evaluate a range of points of view, and you are willing to grow from the experience.

## Risk-takers

Approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies.

You are brave and articulate in defending your beliefs.

## Caring

Show empathy, compassion and respect towards the needs and feelings of others.

You have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

## Balanced

Understand the importance of intellectual, physical and emotional balance to achieve personal well-being for yourself and others.



## Principled

Act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.

You take responsibility for your own actions and the consequences that accompany them.

## Knowledgeable

Explore concepts, ideas and issues that have local and global significance. In so doing, you acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

## Inquirers

Have a natural curiosity and learn to acquire the skills necessary to conduct inquiry and research and show independence in learning. You actively enjoy learning and this love of learning will be sustained throughout their lives.

## Communicators

Understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. You are willing to work in collaboration with others.

## Thinkers

Exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.

Big Sky High School Drama Students fit the IB Learner Profile.

