

# Prosper High School Prosper Theatre

Handbook  
2024-2025



**“There is Magic in Theatre and Theatre is Magic.  
Blessed are those who create that Magic!”**

# Table of Contents

[Theatre Arts Department Directors](#)

[Mission Statement](#)

[Guidelines for Theatre Arts \(Syllabus\)](#)

[Guidelines for Technical Theatre 1 \(Syllabus\)](#)

[Guidelines for Technical Theatre 2 \(Syllabus\)](#)

[Guidelines for Advanced Theatre Production \(Syllabus\)](#)

[Rules of Conduct](#)

[Requirements for After School Productions](#)

[Weekly Classwork Rubric](#)

[Late Grades and Extra Credit](#)

[UIL Eligibility](#)

[Thespian Honor Society](#)

[Letter Sweaters](#)

[Tech Pins](#)

[Safety](#)

[Advanced Theatre Auditions](#)

[Code of Conduct](#)

[Bigs & Littles](#)

[Officers & Cabinet Members](#)

[Merit/Demerit System](#)

[Required Submissions](#)

# Theatre Arts Faculty

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# Mission Statement

*The Prosper High School Theatre Arts program and its instructors are dedicated to the development of individuals who are aesthetically aware, artistically disciplined, and devoted to a life long association with the performing arts, either through direct participation in, or as a culturally enlightened audience member.*

- 1. Team work, problem solving, self esteem and reassurance*
- 2. Life long learners and appreciation of Theatre*
- 3. Outstanding performance and technical ability through training*
- 4. College preparation for success in a post high school opportunity*

## **Class Rules:**

Respect Yourself    Respect Others    Respect the Space    Respect the Process

Be On Time

NO GUM or Food allowed in carpeted rooms! Be open to everything!

## **Grade Breakdown:**

**Formative**    40%

Formative assessments are any assessments that are given to assess student learning throughout the grading period. This category will include homework, participation, quizzes, labs, projects, performances, daily work, etc. and can be further divided by changing the weight of an assessment.

**Summative**    60%

Summative assessments are cumulative and designed to assess mastery throughout the grading period. This will include major tests, performances and projects.

# GUIDELINES FOR THEATRE ARTS CLASSES

## Syllabus

### Course Description:

Through classroom exercises and production work, students will:

- A) Gain theoretical and practical knowledge of acting and live performance, learning basic acting and performance techniques.
- B) Develop techniques to appreciate and evaluate the qualities of theatrical literature.

**\*All students will perform in a stage production for public audiences at the end of the spring semester.**

**Required Materials: Pencil, Notebook, Charged Chromebook, Charger**

**Production Hours** - All students in every theatre class (acting or tech) must complete production hours. These can be obtained by seeing productions, working after school on tech, acting in a production, etc. Students in Theatre 1 or Tech 1 are required to have 10 hours per semester. Students in level 2 or higher are required to have 20 hours per semester. **Production hours will count as either a major grade or a Final, depending on your class.**

### Other Requirements

1. The only way to fail this class is by not being actively involved in class and by not doing the assignments. If you follow instructions, demonstrate a desire and effort to improve and to learn, you should be pleased with your grade.
2. Attitude is very important in theatre. In order to be successful in this class, you must eliminate “I can’t”, “I won’t”, and “I don’t” from your vocabulary. If you are trying your hardest, I will do everything I can to help you.
3. In this class, you will be graded on individual ability and potential, rather than how your performance compares with the rest of the class.
4. At the end of the spring semester, the Theatre 1, Directing, JV and Varsity classes will be participating in a presentation of class plays. Each student in these classes **will be required to participate** as an extension of the curriculum.
5. **Students in Theatre II, III, IV or any level of Theatre Production are required to be able to participate in all after-school productions.** Please see the calendar for specific dates and times.
6. Due to the study of Tony and Pulitzer prize winning plays, advanced students may encounter mature subject material in the form of plays, monologues or movie clips. If an

individual feels uncomfortable with the material, we encourage the student to speak to us privately and accommodations can be made.

**Standard Response Protocols are as follows:**

- “HEY PROSPER!” - You respond with “Hey What?” and remain quiet.
- “Hold!” means everyone freezes & stays where they are.
- “Heads up!” means potential danger in the area but under control & be aware.
- “Clear!”: means get out of the way.
- “Clear the Rail!”: means get away from the loading rail.
- “Batten coming in/going out!” means a rigging pipe is moving in/out of the stage area.

Acknowledge with “Thank you!” and stand clear.

- “Thank you (amount of time)” is the response when given a specific amount of time until curtain, places, cleanup, etc. from the director/stage manager.

- “Continue”: means resume work or where you left off.

**ALL THEATRE CLASSES WILL HAVE A SUPPLIES FEE OF \$40.00. It covers any supplies you need for your particular class and a department t-shirt. This fee is due by:**

**FRIDAY, AUGUST 23.**

**You will be able to pay via cash, check handed into the department and a google form filled out,**

**-OR-**

**by credit card through our online payment system at [www.prospertheatre.com](http://www.prospertheatre.com).**

# GUIDELINES FOR TECHNICAL THEATRE 1

## Syllabus

Technical Theatre One is a course in which the students learn the necessary skills to produce a theatrical production. They will have “hands-on” experience in regards to the backstage side of Theatre. Students will be building scenery, sewing costumes and wiring both lights and sound for the production of a show.

Students can expect to learn how to:

- Safely use power tools such as table-saws, drills, miter-saws, etc.
- Build various scenery (walls, stairs, windows, etc.)
- Paint scenery in various styles used in Theatre.
- Basic sewing skills.
- Apply theatrical makeup
- Learn about theatrical lighting and equipment.
- Learn about sound equipment.
- Create and/or find props necessary in a production
- Handle rigging necessary for a show (i.e. knot tying and safety precautions)
- Break down a script for use in running a theatrical production
- Basic Stage Management and Theatrical Management skills
- Basic vocabulary, parts and types of stages

This course will consist of “in-class” projects, written papers, quizzes, and exams. In-class participation grades will be given regularly to students based on their effort in class (see the Weekly Participation Rubric in this packet). This can be accomplished by working on crews during a performance or throughout the rehearsal process.

Due to the more dangerous activities in this class (using power tools), the classroom Rules of Conduct (explained later in the handbook), will be strictly enforced. There really can be no room for error in this regard. The slightest amount of distraction could result in injury.

**Production Hours - All students in every theatre class (acting or tech) must complete production hours. These can be obtained by seeing productions, working after school on tech, acting in a production, etc. Students in Theatre 1 or Tech 1 are required to have 10 hours per semester. Students in level 2 or higher are required to have 20 hours per semester.**

We will handle any supplies you need except the following:

- Paint Clothes and shoes - we will ask you to bring them on days we are painting, OR you may bring some in and keep them here for storage and use.
- Closed toed shoes

# GUIDELINES FOR TECHNICAL THEATRE 2

(STAGECRAFT/COSTUMING/THEATRICAL MAKEUP)

## Syllabus

Technical Theatre Two is a course in which the students learn the necessary skills to lead others in the production of a theatrical production. They will have “hands-on” experience in regards to the Management side of Theatre Production. Students will be using the latest software to generate plans and organizational paperwork necessary to oversee the production of a theatrical performance. The students will transform theatrical designs from drawings to schematics into the final implementation in a real space environment.

Students can expect to learn how to:

- Break down a script for use in running a theatrical production.
- Digitally proportion weight for distribution in a theatrical counterweight system.
- How to generate construction plans for scenic construction.
- How to sew from patterns for use in costume construction.
- How to generate schematics for proper placement and focusing of theatrical lighting.
- Digitally generate, record, and mix sound to create an effective soundtrack for a theatrical production.
- Digitally manipulate graphic art to create and publish materials necessary for a successful Publicity campaign.
- Designing Costuming
- UIL Design Competitions

This course will be comprised of “in-class” projects, written papers, quizzes, and exams. In-class participation grades will be given regularly to students based on their effort in class (see the Weekly Participation Rubric in this packet). Similarly each student will also be expected to participate in two after school productions, ideally one a semester. These after school hours tie in directly to your classroom grades because this is a co-curricular class. The students will be utilized in the management of other students conduct so their reliability and self-motivation will be a factor in grading. The detailed requirements of grading for this production will be explained in class.

Due to the more dangerous activities in this class (using power tools), the classroom Rules of Conduct (explained later in packet), will be strictly enforced. There really can be no room for error in this regard. The slightest amount of distraction could result in injury.

We will handle any supplies you need after you have paid your fee.

**Production Hours - All students in every theatre class (acting or tech) must complete production hours. These can be obtained by seeing productions, working after school on tech, acting in a production, etc. Students in Theatre 1 or Tech 1 are required to have 10 hours per semester. Students in level 2 or higher are required to have 20 hours per semester.**



# GUIDELINES FOR PRODUCTION THEATRE COURSES

(Acting, Musical & Technical)

## Syllabus

Production Theatre Courses are the courses for students who exemplify and promote the mission of the Prosper Eagle Theatre Company. Students enrolled in these courses are considered the varsity members of the department.

Students will exude artistic vision, leadership and critical thinking in the highest echelon to become a member of the Production courses.

Production students can expect to learn how to:

- Draw freehand
- Draw using structural drafting as a medium to communicate construction
- Use the Elements of Design
- Research the basic and advanced needs of a play and interpret them for the stage
- Communicate design ideas through the medium of Renderings as a whole
- Paint using watercolor
- Properly critique theirs and others designs
- Design Scenery, Costumes, Makeup, Lighting, and Graphic-Design
- Produce Public Relations documents such as Press Releases, Programs, Posters, etc.
- Create a cohesive design concept and marketing strategy
- Become effective team leaders through production construction

This course will consist of “in-class” projects, written papers, quizzes, and exams. In-class participation grades will be given regularly to students based on their effort in class (see the Weekly Participation Rubric in this packet). Similarly each student will also be expected to participate in two after school productions, ideally one a semester. These after school hours tie in directly to your classroom grades because this is a co-curricular class. The requirements and grading for this production will be explained in class.

Advanced students are also HIGHLY encouraged to be active members of the International Thespian Society as leaders and peers.

**Production Hours - All students in every theatre class (acting or tech) must complete production hours. These can be obtained by seeing productions, working after school on tech, acting in a production, etc. Students in Theatre 1 or Tech 1 are required to have 10 hours per semester. Students in level 2 or higher are required to have 20 hours per semester.**

# Rules of Conduct

**Society:** ... group of persons associated for a common purpose or interest, as a club or community; group of people forming a community and having common interests, traditions, and culture; a group of people who are in agreement to abide by certain standards and rules for the benefit of all (also known as a Social Contract).

## Standards

- A sense of family is incredibly important to Prosper Theatre and respect is the key to maintaining this kind of family environment. Please be careful to be respectful of your peers and teachers at all times.
- Students are expected to participate in all theatre activities with a supportive spirit.
- Negative verbal or nonverbal actions are inappropriate behaviors. Students are expected to maintain a mature level of behavior at all times while representing the Prosper Theatre program.
- Students are expected to treat all directors, instructors, substitute teachers, clinicians and administrators with dignity and respect and are expected to respond with a positive attitude toward instruction and constructive criticism. This includes all casting decisions made by the directors. Not everyone can have the part they want and tough choices must be made. Please behave in a professional manner.
- Cell phones are only allowed in class if prompted by a teacher, but are completely prohibited during a rehearsal.
- Gum, food and drinks (except bottled water) are prohibited in carpeted classrooms.
- Students are expected to take proper care of costumes, props, the facility, etc. including putting them back.
- Students are expected to clean up after themselves and maintain a sanitary environment.
- “Rough-housing” of any form is prohibited.
- Students are expected to refrain from the use of profanity and/or obscene gestures.
- Harassment/Hazing of any form will not be tolerated.
- Use of illegal or recreational drugs, and/or tobacco products including any vaping and alcohol is prohibited.
- To participate in a Prosper Theatre Production, you must be enrolled in a theatre class.

## Chromebook:

Take care of your Chromebooks! They are only to be out when you are asked to have them out. They are for school use only. Don't get distracted by them. Make sure you take yours with you and don't accidentally pick up a friend's machine.

## **Consequences:**

If you CHOOSE not to follow the standards as listed above, you have CHOSEN to enjoy any number of consequences. The directors will assign those consequences based on the severity of the action. This could be as minor as a detention or as severe as removal from the department.

## **Requirements for After-School Productions**

During the course of the semester in Theatre, you will be required to participate in various after school functions. All Theatre Arts classes are required to attend performances at Prosper based on the requirements noted in the syllabus. They are also encouraged to audition for theatre productions.

### **Rehearsals:**

After school rehearsals for shows will be limited to 8 hours total during Monday through Thursday. Saturday rehearsals TBA as needed, will be posted on the Call Board but are very rare. Be sure to check updated production calendars for when rehearsals are scheduled. After school construction for Tech will be limited to the same times as the rehearsals until **Tech Week** with one Tech Saturday prior to performances. Check the rehearsal calendar and/or the **Call Board** for updates.

As a show gets closer to opening, we will have a Saturday Rehearsal called a “Cue to Cue.” These rehearsals sometimes last up to six (6) hours long. Please come prepared to stay for the entire rehearsal. This is a time when the tech students learn to manipulate the lights, sound, scenery, etc. in conjunction with the actors for the performance.

After the “Cue-to-Cue,” there will follow a series of Dress Rehearsals leading to the opening night of the show. There may be times when these rehearsals may run until 9:00pm. Students involved with these shows will be required to attend the ENTIRE rehearsal so that we can perfect the coordination between techs and actors.

The show itself will more than likely run until 10 pm for evening performances and 5 pm for matinees. However, please keep in mind that these show times are primarily on Thursday, Friday, Saturday. Again, please check the posted calendars for exact dates and times.

Participation in a production is a requirement for all Prosper students wishing to be part of the International Thespian Honor Society and is a primary portion of the semester grade for Theatre Tech. Make note of all scheduled performances and required extra rehearsals. Any conflicts or absences should be submitted and approved in writing prior to the scheduled construction, rehearsal, or performance. If a student should need to miss a rehearsal, construction, or performance, prior contact via email or phone call must be made. PLEASE NOTE that this **does NOT** automatically excuse the missed constructions, rehearsals and/or performances. Since “the show must go on...” an absence may jeopardize any role or part that the student may have been cast in.

# Weekly Classwork Rubric

Each week, every student will be given a weekly classwork grade. Students will be rated over all in the following areas:

- √ Did the student participate fully (work the whole time)?
- √ Did the student treat his/her classmates with respect?
- √ Did the student treat his/her teacher with respect?
- √ Did the student correctly use safety rules?
- √ Did the student use creativity/problem solving in his/her work?
- √ Did the student show enthusiasm for class work?
- √ Did the student participate in all activities?
- √ Did the student follow instructions?
- √ Did the student exhibit mastery of the week's skills?
- √ Did the student engage in discussions?

This is separate from any after school activities and will be graded as such. If you ever wonder why you may not have received a 100 for a weekly classwork grade, check up above.



# Late Grades

1. **Work will be accepted one day late for a maximum grade of 90%.** Late is defined as anything that arrives in my hands after I've announced all papers must be in. People with **excused absences** will not be penalized for turning work in late; however, the number of calendar days (not class periods) absent = number of days given for make-up work.
2. Students who have been absent are to check the posted assignment list and consult with a responsible peer upon their return to class. With permission, notes and other information may be shared quietly during journal-writing time. If you still have questions, I will be happy to answer your questions before or after school.
3. Theatre in class performances and projects are due for **all** students on the first day scheduled. When called upon, the student will perform to the best of his or her ability. **If unprepared, the next day a student will start with a grade of 90%. There will only be one late day given.** If you are absent on the day prior to the performance, you will still be expected to perform on the assigned due date.
4. Each calendar day that the assignment is late, will be a deduction of 10%. Keep in mind that this is not class periods, this is **calendar** days. You will need to find your teacher and physically turn it in to them, or submit it electronically. Please do not place anything on their desk or under a door.
5. Tests and projects are due for all students on the date scheduled, even those who are absent on the day prior to the due date. Please plan ahead.
6. I recommend that you obtain the phone number of 2 or 3 classmates that you may call to fill you in when you are absent. This class is very activity and discussion oriented, and what you miss will not be explained in any textbook. A friend can be a valuable resource. Your google classroom and Google Chat are great resources to keep you caught up when you aren't in class.
7. Remember: always attempt to do the work or the performance, even if you aren't too sure of yourself. You never know what you can do until you try.
8. Extra Credit will be given for written critiques on any live performances you see. However, in order to receive extra credit, you must have completed **ALL REQUIRED ASSIGNMENTS AND ACTIVITIES**. Proof of performance must be submitted with the critique—ticket, playbill, etc.

# UIL Eligibility



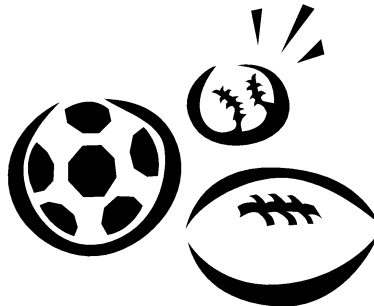
Theatre activities are governed by the policies of the Prosper Board of Trustees, Texas Education Agency, University Interscholastic League (UIL), and the individual schools (Prosper High School)

Texas Education Agency's "no pass/no play" rule governs all "extra-curricular" activities including any theatrical event that charges admission. This generally will encompass all after school theatrical events on campus with the exception of theatre class graded shows or any other admission free performance.

Students must earn a 70% or above in all classes including all Pre AP courses and electives to maintain eligibility status except courses listed in the official TEA guidelines. Other details concerning eligibility will be communicated regularly in class.

This means if a student is deemed "Ineligible" they can only attend a performance if they are a paying patron. These students can not be backstage offering support.

The class plays at the end of the year are a non-paying event and are considered part of the curriculum; therefore eligibility is not an issue with participation in this project. All theatre arts students are required to participate.



# Thespian Honor Society

The International Thespian Society is an Honor Society for Theatre students. It is by invitation only through eligibility based on points. We are Troupe 6800.

The International Thespian Society is composed of student elected officers. Within the society, the students organize and enjoy dances, parties and field trips aimed at improving the ensemble relationships within the theatre department. The troupe travels annually to the State Thespian Convention to participate in workshops, activities, and auditions for scholarships. If students qualify at the state level, they will be eligible to travel to the annual National convention in Nebraska during June.

Becoming a Thespian Society member is not difficult and once joined you are a member for life. To become a member, a student must earn 10 points or equivalent hours(see the Thespian Point List) and pay a one time due of \$35.

**To stay in good standing, each semester you must participate and obtain 10 hours of time working with productions or service in the theatre department.**



Thespian Point System

One Full

Act Length

Acting			Orchestra or band director	3	6
Major role	4	8	Assistant orchestra or		
Minor role	3	5	band director	2	5
Walk-on	1	2	Choreographer	4	7
Chorus	1	3	Assistant choreographer	3	5
Dancer	1	3			
Understudy	1	2	Writing		
Production			Original play (produced)	5	8
Stage manager	4	8	Orig. radio script (prod.)	4	6
Stage crew	2	4	Orig. TV script (prod.)	4	6
Lighting technician	3	6	Orig. play (unprod.)	1	2
Lighting crew	2	3	Orig. radio script (unprod.)	.5	1.5
Set designer	4	5	Orig. TV script (unprod.)	.5	1.5
Set construction crew	3	5	Miscellaneous		
Costumer	3	6	Oral interpretation		2
Costume crew	2	5	Duet acting scenes		2
Properties manager	3	5	Participation in theatre		
Properties crew	2	3	festival or contest		3
Sound technician	3	5	Attending a performance		
Sound crew	2	3	or festival		1
Video editor	1.5	2	Assembly program		1
Video crew	1.5	3	Haunted House	1 per two shifts	
Makeup manager	3	5	Officers		
Rehearsal prompter	2	4	President		6
Pianist	3	6	Vice president		4
Musicians	2	3	Secretary		5
Business			Treasurer		4
Business manager	4	6	Clerk		4
Business crew	2	4	Website develop/maintenance		4
Publicity manager	3	5	Other		2
Publicity crew	2	3	Award	Total Points	
Ticket manager	2	4	Honor One star		30
Ticket crew	1	3	Thespians Two stars		40
House manager	2	4	Two Star Honor Thespians Letter in Theatre		
House crew	1	2	and can wear Honor cords at graduation.		
Ushers	1	2			
Programs	1	3			
Program crew	1	2			
Directing					
Director	4	8			
Assistant director	3	6			
Vocal director	3	6			
	One	Full			
	Act	Length			
Video producer/director	3	4			
Assistant vocal director	2	5			

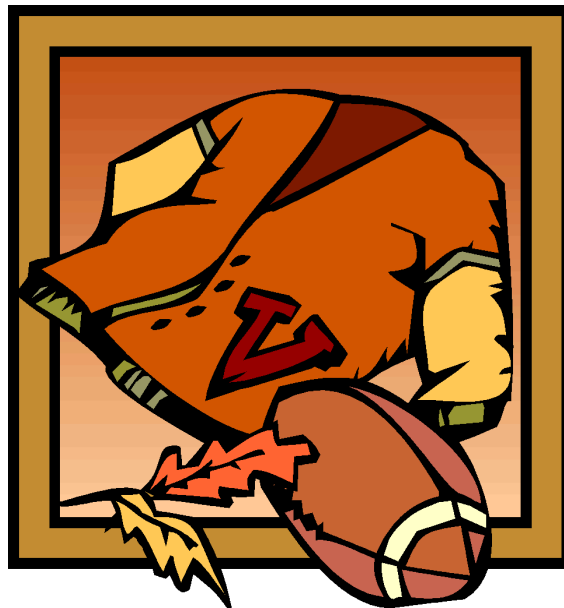


## Letter Sweaters

Students wishing to Letter in Theatre must actively enrolled in a theatre class and meet three of the following criteria:

- Be academically eligible.
- Be a member in Good Standing of the International Thespian Society.
- Have received a minimum of 60 points from the International Thespian Society.
- Be cast as an Actor, Technician or Alternate for UIL OAP
- Audition/Interview for a Production Class and be enrolled.

Once these areas have been met, students will be given an opportunity to purchase their Letter sweaters and can earn patches as they progress through the department (at the appropriate times of the year).



# TECH PINS

We have now begun a pin system for accomplishing feats and demonstrating specific skills for tech. Most of these pins come in three tiers (Bronze, Silver & Gold). To see the requirements for each Tech Pin, please visit the [Google Sheet](#). Students must check in with Mr. Kulmann to see if they have met their requirements and earned themselves pins.

# Safety

Please be aware that in Theatre as well as life, all things can happen. This being said, accidents can and do happen. Students (Tech and Actors) will be taking a safety test in class to assure their knowledge in and around the Theatre space as well as the use of tools available in the theatre. The students will be required to make a perfect score on the safety test before they will be allowed to work in the theatrical spaces.

However, in case an accident does occur, please complete the attached contact information as well as the release of all claims and medical release form. If something does happen, the student will be taken to the school clinic. The nurse on duty will make the best decision for care of your child and you will be contacted immediately.

We will do our best to keep your students safe and secure. Please understand that due to this safety training, the school, school district or its employees cannot be held liable for injuries.



# Advanced Theatre Auditions

The following rules apply to everyone interested in being in an advanced theatre course:

- (1) Enrollment will require commitment and dedication in class, as well as some before-school, after-school, weekend and evening time.
- (2) Theatre is an activity that requires both ability and effort. A student's age, number of years of experience, or seniority have no impact on determining their placement. This is no different from other arts or sports groups.
- (3) Students will be expected to attend all shows throughout the school year. Work, a vacation, participation in other after-school activities, etc., WILL NOT be seen as an excused absence. *Out-of-school theatre events are part of the class grade.* Students will know at least two weeks in advance about all out-of-school commitments. A calendar for the entire year will be made available the first day of school.
- (4) Students who miss rehearsals or performances, fail to work in class, are disruptive in class or are habitually ineligible may be removed from the show and or course at the director's discretion.
- (5) Placement auditions will be conducted by the course appropriate Teacher. Students will audition for class placement at the end of each semester to be placed into one of three ability-based classes. Performance quality, academic eligibility, attendance, work ethic and student discipline are all factors in determining class placement each semester.
- (6) Students will be expected to fully adhere to the Theatre Handbook AND the Prosper Student handbook AND the PISD Code of Conduct, which will be issued to the students the first week of school. Violations of rules will be dealt with appropriately per PISD/PHS policy.

Questions or concerns can be directed to Mrs. Kirkley.

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**YOU MUST AGREE TO THE RULES ABOVE BEFORE AUDITIONING TO BE IN AN  
ADVANCED THEATRE COURSE.**



# Theatre Department Code of Conduct

## **Expectations**

You will attend and be actively engaged during ALL socials, meetings and other theatre activities throughout the year.

You are expected to attend all your classes regularly.

You will not skip any class for any reason.

You must maintain passing grades in all of your classes per UIL standards.

You will be honest and transparent, always.

We all make mistakes, own your mistake, be honest about it and let's move on together.

You will be inclusive to all people.

You will not speak ill of anyone including officers.

If you have a problem with someone, have an in person conversation about what the issue is and let's work it out.

You will be a role model in the department – demonstrate good examples both in and out of school.

You will listen to each other and be respectful.

## Rehearsal Policy

When you are part of a show, in the cast or crew, you are required to be at specified rehearsals. You will receive a Calendar of rehearsal dates in advance of the show so that you may fill out your conflicts ahead of time, prior to the show being cast. Rehearsal starts promptly at their scheduled time. You should be in the rehearsal space, ready to begin at that time.

### What do I do about my dentist/doctor appointments?

Never schedule an appointment during rehearsal days! If you miss rehearsal due to an appointment, that will result in an unexcused absence. If you are sick and miss days, you will be excused if you have a note from your doctor or parent. If you miss two or more sequential rehearsals, you will need a doctor's note specifically.

### What happens if I miss a rehearsal?

Your absence will be excused if there is a death in the family, religious reasons, school field trips, or doctor's notes. Your absence will not be excused if you: over sleep, forget about rehearsal, can't get a ride, are in tutorials, have work, etc. If you miss a rehearsal that you are specifically called at to focus on *your* scenes/music/choreography, consequences may be doubled. Also, please have your parents contact us if you are absent at all. Your absence will not be excused, no matter what it is, if we do not know about it in advance. Your directors AND your stage managers should be notified of all absences in advance.

### What happens if I miss a show?

Missing a show is irreprehensible. The only reason one should miss a show is due to extreme emergencies. Even in those circumstances, you must communicate with your director and stage manager to notify them. To miss a show is to abandon your teammates and everyone else who has put in all their time and effort into making the show as successful as possible. To miss a show for reasons other than an extreme emergency will result in not being cast in any future productions and removal from any upper level classes.

## Bigs & Littles Program

The Bigs and Littles program is a group in our program used for people who want to be more involved in the department. At the beginning of the year, you will fill out a form and be matched with someone in the department who has been involved for at least a year. The Bigs' job is to help their Little get more involved in the department, be a mentor, and most importantly a friend. The Little can go to the Big with any issues, theatre-related or not. Members of this group will get to have their own individual socials throughout the year.

To be involved, you can just fill out [this google form](#). It will ask a couple questions. The first big and little social will be August 28th, which will be the big and little reveal. We hope you all participate!



# Officers/Cabinet Members

In PHS Theatre, we have student leaders.

**Officers** are leaders who help make decisions that impact how our department functions. They organize, motivate, lead and act as role models in the department.

If you are interested in becoming an officer, we hold interviews towards the end of the year.

**Cabinet members** are students who work on a specialized team to help with specific areas in our department. The areas are:

Marketing / Social Media

Honor Troupe / Theatre in Our Schools Month

Bigs & Littles

Space Managers (Keeping our spaces clean and organized)

# The Merit/Demerit System

## The Disciplinary Appeal Process

- The Appeal Process is the order a parent/guardian or team member should follow concerning the appeal of a disciplinary decision:
  - Reference to the code of conduct rules
  - Conference with the director/coach
  - Conference with the Assistant Principal
  - Conference with the Principal

## MERIT GUIDE

- A. Merits can be exchanged to remove demerits.
- B. 5 merits will remove one demerit.
- C. You can earn up to 25 Merits before it caps out.

Student Action	Merits	Who Can Give Consequences/Demerits
Attendance with theatre peers of more than 3 to support a school-sponsored event (concerts, sporting events, etc). This must be documented and posted within 1 week of the event in order to get the merits.	3	Directors, Officers
Cleaning up a significant mess in a theatre space (include before/after pics)	1-3	Directors, Officers, Stage Managers or ASM's
Donating a Case of Water (minimum 20 pack) or Snacks to the Department (This can only be used up to 10 times total)	1	Directors
Donating Costumes, Props, etc.	1-3	Directors, Officers, Stage Managers or ASM's
Going above & beyond in a given	1-3	Directors, Stage Managers

moment		
Going above & beyond for a show	5	Directors
Helping resolve a departmental issue through communication with the directors	1-3	Directors
Outstanding leadership/example in rehearsal	1	Directors, Stage Managers, Officers
Outstanding leadership/example outside rehearsal	1	Directors, Officers
Formally representing the Theatre Dept at PISD events	3	Directors
Participate in department community service events	3	Directors
Participate in department fundraisers	3	Directors
Promoting Prosper Theatre in school and community (must be documented at the moment)	1-5	Directors
Representing PHS Theatre formally at a PISD Event (performing, participating as a recognized member, attending with other PHS Theatre students in your PHS Theatre shirts)	3	Directors, Officer
Representing PHS Theatre formally at a Public Event (performing, participating as a recognized member, attending with other PHS Theatre students in your PHS Theatre shirts)	3	Directors, Officer
Tutoring another Theatre Student	1-3	Directors
<b>Cashing in to delete Demerit</b>	<b>(-5)</b>	<b>Directors</b>

<b>Demerit System</b>		
<b>Student Action</b>	<b>Consequences /Demerits</b>	<b>Who Can Give Consequences/ Demerits</b>
Being disruptive during a rehearsal or performance	1	Directors, Stage Managers, Officers
Bullying/Harassment	1-5	Directors
Defaming of a director or student (physically, verbally,electronically)	3	Directors
Disrespecting show equipment (costumes, props, etc.)	1-5	Directors, Stage Managers, Officers
Elects to NOT participate in socials, events or in-class activities/assignments	1	Directors, Stage Managers, Officers
Failure to maintain proper etiquette when representing Prosper Theatre	1-5	Directors
Failure to follow Prosper Theatre rules	1-5	Directors
Fighting, in or outside of department	5	Directors
Hazing	5	Directors
Insubordination / disrespect to any of the Prosper Theatre Family	3	Directors
Late to rehearsal or performance	1	Directors, Stage Managers
No Call No Shows for a rehearsal	3	Directors, Stage Managers
No Call No Shows for a tech rehearsal or performance	5	Directors, Stage Managers
Not keeping our space clean	5	Directors, Stage Managers

Not cleaning up after self Graffiti on school/department property		
Not representing Prosper Theatre in a positive light	1-5	Directors
Not respecting the personal property of another individual in the theatre department/family.	3	Directors
Office Referral	1	Directors
Receives in school suspension	2	Directors
Receives out of school suspension	5	Directors
Recording someone or a performance without permission	3	Directors, Stage Managers, Officers
Talking after an officer or director says. "Hey Prosper!"	1	Directors, Officers
Unexcused absence from any class - if you are coming to theatre, you must have a pass and be caught up in class.	1	Directors
Unexcused absence from meeting/social (OFFICER'S ONLY)	2	Directors, Officers
Unexcused tardy from meeting/social (OFFICER'S ONLY)	2	Directors, Officers
Usage/possession of alcohol or controlled substances (including vaping) on or off campus. This includes the illusion or perception of use.	5 + Probation	Directors
Using a phone during rehearsal	1	Directors, Stage Managers, Officers
Violation of Probation	2	Directors

### **Demerit Acquisition**

**Once you have received any number of demerits**, you will be expected to right your wrong. Acknowledging your mistakes is a crucial life skill and will help you become a better person. Upon acquiring demerits, based on their severity, you may be asked to accomplish any of these things.

### **Probation**

**Once you have received 10 demerits**, you are officially on probation for 3 school weeks. While on probation, you are still expected to attend all rehearsals/performances/events required for your class, but you lose the following rights.

- Eligibility for Casting/Tech Positions
- Subject to Recasting at Director's discretion
- Field Trip Activities (no refunds)
- Green Room Privileges
- Officer Privileges (meetings/Hey Prosper/etc)
- Socials

If you violate your probation, you will be warned and your probation will be extended by a week, and are subject to losing more privileges. After that, you will receive 2 demerits per violation, your probation will be extended by 3 weeks, and will be subject to losing more privileges or being removed from the program.

### **Removal from Program**

**Once you have received 15 demerits**, you will be removed from one or more of your theatre classes.

**The Following Forms must be returned  
in order for you remain in your theatre class:**

Prosper Theatre Policy Agreement Form

If you are doing any field trips - Release of Claims form