

# Oak Grove Theatre Department Handbook



For Oak Grove High School  
Students and Parents

# **Oak Grove High School Theatre Handbook**

## **Purpose**

The purpose of the Oak Grove High School 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 OGHS theatre program.

## **Mission**

Our mission is to create and maintain a quality student based program that provides opportunities in both acting and technical theatre. The theatre department's main goals are:

- To provide acting, design, and technical experience for all abilities by producing both inside and outside of the classroom
- To develop an appreciation for the performing arts as a discipline
- To create a positive fun atmosphere while instilling a strong work ethic
- To develop the ability to accept critical evaluations and critique others constructively

## **Contact Information**

**Theatre Director: Suzanne Allmon aka "Mrs.A"**  
**(601)264-7232 ext. 6156**  
**[suzanne.allmon@lamarcountyschools.org](mailto:suzanne.allmon@lamarcountyschools.org)**

## **OGHS Theatre Boosters**

The Booster Club provides support for the Director and 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 Oak Grove High School. The Boosters work hand-in-hand with the director in reaching program goals set by the director. All parents are invited to attend Booster Club meetings. Boosters work together on several fundraising projects for the Theatre troupe, which is essential to the success of the theatre program. Booster member efforts in raising funds are essential to the maintenance and growth of the program. Please fill out the form in this packet and return to Mrs. Allmon. Contact Carmen Swilley (2014 OGHS Theatre Booster Club President) or Suzanne Allmon, Director, for more information.

## **Opportunities**

**International Thespian Troupe #5155**-This is an organization that celebrates the art of theatre. We meet once a month on the first Wednesday of the month and participate in social activities, fundraisers, theatrical events and community service projects. To become a member of the International Thespian Society you must have 10 points. Each point should equal 10 hours of work on a production. There is a formal initiation at the end of the year. If interested in becoming a member, you can get more information from Leia Swilley (OGHS ITS Troupe #5155 President) or Mrs.A.

**Gold Stars**- All students can participate in ITS activities and other things listed on the Thespian board in the drama room to earn “stars”. Students need 10 stars if not an ITS member to go to MS. Thespian Festival in Feb. or 8 stars if a member that they must earn in the fall semester. We also have other fun things that we do during the spring semester that students must have their stars to participate ( In the past,we went to New Orleans to see *Wicked*,Disney World to see Cirque)

**Productions**- Spring production is open to any OGHS student and all other productions are open to OGHS theatre students only.

## Rehearsal Expectations

*Being on time means being early!*

Check in with Assistant Director BEFORE given start time

Be ready to warm-up by given start time

Be sure you have already...

- ✓ Changed into appropriate attire
- ✓ Taken care of any personal business
- ✓ Turned phone to off and put in the Phone Box!
- ✓ Thrown all your snack trash away
- ✓ Spit out your gum
- ✓ Have pencil, script and paper
- ✓ There is a lot of movement in my shows. Be prepared to move, dance, or tumble as required for the part.

During rehearsal DO NOT:

- ✓ Play with or touch props, set or costumes that are not part of your CURRENT rehearsal work.
- ✓ Text or answer your phone
- ✓ Distract other cast/crew members
- ✓ Eat or drink anything other than BOTTLED WATER (with a lid)
- ✓ Chew Gum
- ✓ Leave the Drama room/loading dock without permission.

During rehearsal DO:

- ✓ Give 100% of your focus
- ✓ Listen to your director
- ✓ Take notes
- ✓ Use time wisely
- ✓ Be prepared
- ✓ Be positive
- ✓ Be productive
- ✓ Be creative
- ✓ Have fun

During rehearsal TECH will be:

- Using hand and power tools
- Painting
- Creating/Building
- Be on ladders
- Lifting

If you need to leave for personal reasons for a moment please do not interrupt rehearsal. Find an appropriate moment and let the Assistant Director or Technical Director know before leaving. Take care of it quickly and return promptly.

After rehearsal:

- You must wait for your ride on the loading dock or the walk way.
- You may NOT go into ANY other area of the school.

As a current production member:

- You must get permission from the director prior to getting your hair cut/colored.
- You must get permission from the director before getting tattooed or pierced.
- You must keep up your grades and will not use your production responsibilities as an excuse for not doing homework or completing assignments for other classes in a timely fashion.
- You will show respect and be positive during all rehearsals and performances.
- You will be a positive representative of the OGHS Theatre Department both in school and in the community 24/7 in school and out, on official school days or non-school days.

**There is only ONE Director! Unless otherwise requested, put your ideas/suggestions in WRITING and give to the Assistant Director.**

### **DRESSING OUT**

Theatre rehearsals/work days include a great deal of movement and working with tools. Students must dress appropriately in order to participate. Closed toed shoes are required. NO loose fitting clothes. Long hair must be pulled back and up. Sometimes the students will be asked to remove their jewelry. Not dressing out is not an excuse to not participate. Students may keep their “theatre work clothes” in the room. **THIS IS FOR YOUR STUDENTS PROTECTION. -NO EXCEPTIONS.**

### **CONFLICTS**

#### **Between OGHS Theatre Activities and Other OGHS School Activities**

When a student is involved in more than one activity that occurs outside of school time, conflicts may occur. Students must check event calendars for all of their scheduled OGHS 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 (compromise, miss one or the other activity, work out a ride, etc.). ***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

### Performance Guidelines

- Cast and Crew are required to report to the Theatre on time for dress rehearsals and performances before call time.
- 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.
- Stage etiquette should always be followed including courtesy and consideration for cast, crew, and directors
- **Students are expected to stay and help strike whatever is necessary on closing night of the performance or whenever STRIKE is assigned. This is part of the theatrical process.**

## Fundraising

All fundraisers are optional but students are encouraged to participate. The money raised is used for improvements in the theatre department, student activities, and competition fees.

### Fundraising Guidelines

- All money raised belongs to the OGHS Theatre Boosters and cannot be refunded for any reason.
- Students are responsible for the product being sold once it has left the theatre room.
- 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. 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 if at all possible.

**Insufficient Funds** - OGHS organizations are not allowed to accept checks from any individual who has had at least one check to OGHS that was returned for insufficient funds. Cash or money orders can be accepted in this instance.

## Field Trips

### Guidelines for OGHS Theatre Trips

In addition to those policies set forth by OGHS, theatre members will 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 in special situations, if a parent gives the director a request for another arrangement at least 48 hours prior to the trip in written form with a signature and a date.
- Only portable ipods, mp3 players, nooks, etc. *with earphones* are allowed on the bus. The OGHS Theatre Department assumes no responsibility for personal items lost or damaged on theatre trips.
- Follow the instructions of the theatre director and 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 at any point on a theatre trip.
- Drug, alcohol and tobacco policy: The use of these items will not be tolerated during any theatre activity at OGHS 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.
- Students are expected to conduct themselves in a manner that reflects positively on Oak Grove High School Theatre Department. Students must follow all Theatre and school 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 Director.
- When on overnight trips, students must adhere to the nightly curfew, as assigned by the Director.
- No members of the opposite sex will be allowed in the same hotel room, unless approved by the director for rehearsal purposes only.
- Mrs.A, the director, may add to these rules as she sees fit to protect the members of the Department, as well as the reputation of the Department.

### **Attendance Policy for Trips**

Only OGHS Theatre members are allowed to participate in OGHS Theatre trips. All OGHS Theatre students will have the opportunity to attend South Mississippi Drama festival as an observer if they are not part of the cast and crew. The following additional criteria applies to theatre students attending any theatre trip:

- Must have an average of at least a C in their theatre class to go.
- Must be passing all classes.
- No OSS or Alternative School assignments at any time during the school year.
- No ISS assignments at any time (other than dress code violations) during the semester in which the trip occurs.
- No office referrals from a theatre director.

### **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. Please know that their cellphones will be OFF until we are returning.

### **Electronic Communication Policy**

Maintaining a higher standard of conduct will also include ensuring that theatre member websites are appropriate. The internet is a worldwide, publicly accessible form of communication. Any communication such as Twitter, Facebook, photo sharing, emailing, or texting, etc., appearing on the internet is public domain, even if it is marked private. Members are responsible for their personal websites and postings, as well as posting from or on other students' websites. The areas of inappropriateness will include but are not limited to profane, foul, or disrespectful language (abbreviated or alluding to), pictures, suggestive poses, clothing, references to alcohol, drugs, and/or tobacco, and postings (either verbal or photos) that could be interpreted as being negative or threatening towards other OGHS teaching staff or theatre members, or that demonstrate poor sportsmanship or a disrespectful attitude towards other theatre departments. Due to the majority of our productions being competitive in nature, there should be no mention of any school's performances including OGHS' in a negative way. Any such incident will result in review by the principal (or designee) and may lead to probation or dismissal from the theatre department.

Theatre members that violate the above guidelines shall be subject to the following:

- Upon confirmation of a first violation, the member will be asked to remove any offensive items from the website(s) and will be asked to give an apology and plan of action to deter this behavior to the principal, directors, and theatre members. Parents/guardians will be contacted and made aware of the offensive behavior.



- Upon confirmation of a second offense, the member will be asked to remove any offensive items from the website(s) and will be asked to give an apology and plan of action to deter this behavior to the principal, directors, and theatre members. Parents/guardians will be contacted and made aware of the offensive behavior. In addition, the student will be suspended from all theatre activities for a period of 3 days to 3 weeks.
- Upon confirmation of a third offense, the member will be removed from the theatre department.

### **IMPORTANT!**

- **All Theatre students and parents must sign the Handbook commitment form verifying that these policies are understood.**
- **Parents/Guardians must sign the next page and return to Mrs.Allmon aka “Mrs.A”.**
- **OGHS Theatre website, [www.oakgrovetheatre.com](http://www.oakgrovetheatre.com) is a great source of theatre information.**

## STUDENT AND PARENT COMMITMENT FORM

I have read the Oak Grove 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: \_\_\_\_\_

## PICTURE PERMISSION FORM

I, \_\_\_\_\_, give permission for my child's picture to be used to publicize the Theatre Department, shows, fundraisers, and used on the school, theatre, and/or district's website.

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

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

I, \_\_\_\_\_, give permission for my picture to be used to publicize the Theatre Departments fundraisers on the school, theatre and/or district websites.

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

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

Dear Parents,

The Oak Grove High School Theatre Booster Club was designed to assist Mrs. Suzanne Allmon, the Theatre Director, and the Theatre students in the success of the Oak Grove Theatre Department. We ask that you support the Theatre Booster Club, and you may do so in the following manner: (Please check more than one)

\_\_\_\_\_ Would like to be part of the OGHS Theatre Boosters  
\_\_\_\_\_ Interested in joining specific committees please check anything you are interested in:

- |  |  |
|--|--|
| <input type="checkbox"/> Fundraising needs | <input type="checkbox"/> Goodie bags for competition |
| <input type="checkbox"/> Sewing needs      | <input type="checkbox"/> Dessert Performance Night   |
| <input type="checkbox"/> Program Ad sales  | <input type="checkbox"/> Specific Event/Production:  |
| <input type="checkbox"/> Publicity         | _____  |

\_\_\_\_\_ Busy Parent—unable to volunteer time, but can assist with fundraising with a donation

- |                               |  |
|-------------------------------|--|
| <input type="checkbox"/> \$50 | <input type="checkbox"/> \$100                 |
| <input type="checkbox"/> \$75 | <input type="checkbox"/> Other amount \$ _____ |

Joining Member's Name \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Cell # \_\_\_\_\_ Email \_\_\_\_\_

***\*Email is our source of communication.*** Please let us know if you are unable to be contacted by email and would like to be contacted by phone. Thanks!

Your student may turn in this form in the Oak Grove High School Theatre Department.