



**2022-2023  
Handbook for Students & Parents**

**A Message from the Director**

Welcome, and thank you for joining Boerne-Samuel V. Champion High School's Department of Theatre! Whether you're a student or a parent, you are now part of the Champion Theatre family! Fine Arts participation is extremely important to a student's education, especially in today's competitive college/university market. Gone are the days of "good grades" being the sole prerequisite to college admittance; those coupled with athletic and/or fine arts participation are now the preferred criteria for college admissions offices. That said, the many skills that Theatre students learn transfer into nearly every possible job market -- life skills such as time management, group dynamics, public speaking, problem solving and the development of a competitive work ethic geared toward project completion -- are all skills that students will use for the rest of their lives; making Theatre, perhaps the best Fine Art for young students to study in High School.

Champion 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 activities, success in Theatre is best achieved through continued hard work, discipline and dedication to the craft. To that end, there is a substantial commitment that is expected from members of this department. Just as sports teams dedicate long hours to be successful on the field/court, we, too, invest long hours in our efforts to produce FEARLESS artists dedicated to excellence and professionalism; a process that has proven to be quite successful and has earned us the distinction of being named the 2022 Texas UIL State Champions - Boerne ISD's ONLY Fine Arts State Championship team ever, in the history of the school district

Please take a few minutes to read this booklet carefully to fully 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 2022-2023 school year. As we say backstage: GOOD SHOW!

Israel E. Aviles  
Theatre Director

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## **Purpose**

The purpose of the Champion High School (CHS) Theatre Handbook is to provide parents and students with a resource to which they may refer regarding Champion Theatre's department procedures and policies. This handbook provides students with guidance and information to help them have a positive experience in the CHS theatre program beyond the classroom.

## **Mission Statement**

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; and prepares our students to successfully transition to the college and/or professional levels of theatre.

## **Guiding Principles**

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

- 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 assisting students to pursue their life passions.
- We will create an environment where competitive excellence is everyone's expectation.
- We will expand our resources and seek to implement innovative, industry-appropriate technology to ensure relevant technical training of our students.
- We will build community and educational relationships for the betterment of the student/artist experience.
- We will enhance the stature of the CHS 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

## **DEPARTMENT MOTTO - CHARACTER. PRIDE. FOCUS.**

- CHARACTER - Character Creation is the basis for theatre and storytelling. This process affords actors the opportunity to view the world through the eyes of others; an experience that ultimately builds character within oneself, i.e. creating characters, builds character.
- PRIDE - It is paramount that we take PRIDE in our work, PRIDE in ourselves, PRIDE in our school, and PRIDE in our community.
- FOCUS -

## Contact Information

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The CHS Theatre website is a primary source of theatre information.

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

**Instagram:** @championtheatre

**REMIND App:** Text @4h6bgg3 to the number 81010

GroupMe

Parent Chat:

## **STUDENT PARTICIPATION OPPORTUNITIES: Extracurricular vs. Curricular**

To be clear, there are two distinct components that make up the Champion Theatre Department. These are the Curricular and Extracurricular components of Champion Theatre. The differences are defined as such:

**Curricular:** Champion Theatre classes make up the department's Curricular component. These classes occur during the regular school day, and assignments, projects, and performances within these classes are connected to grades and earn a student Fine Arts class "credit" towards graduation.

### **Open/Intro Level Classes**

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

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

Theatre Arts classes are PERFORMANCE BASED and include individual grading period, in-class performances, as well as end-of-semester assessments that are public performances. Students in Theatre Arts classes will perform in showcase scene work and one-act play productions each semester. These include "Theatre Showcase" performances in December, and "Season Finale" performances in May. 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. Throughout the year, some support of the department's extra-curricular performances are also integrated into the classroom. Specifically, ALL CHAMPION THEATRE CLASS STUDENTS ARE REQUIRED TO ATTEND AT LEAST ONE NIGHT OF PERFORMANCE OF EACH OF THE MAIN STAGE PRODUCTIONS THROUGHOUT THE SCHOOL YEAR, AND ASSIST IN HOUSE/USHERING/BACKSTAGE DUTIES AS ASSIGNED. THIS IS COUNTED AS A MAJOR GRADE PER GRADING CYCLE. These performances and duties are not considered extracurricular activities, rather projects within normal, classroom instruction; and are graded as such.

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

Technical Theatre classes are PROJECT BASED and include individual grading period, in-class projects, that directly support all Champion Theatre Productions; as well as end-of-semester assessments. Tech Theatre STUDENTS ARE REQUIRED TO ATTEND AT LEAST ONE NIGHT OF PERFORMANCE OF EACH OF THE MAIN STAGE PRODUCTIONS THROUGHOUT THE SCHOOL YEAR, AND ASSIST IN HOUSE/USHERING/BACKSTAGE DUTIES AS ASSIGNED. THIS ASSIGNMENT COUNTS AS A MAJOR "TEST" GRADE PER GRADING CYCLE. These, one-night performance duties are not considered extra-curricular activities, rather an extension of classroom instruction, and are graded as such. Attendance and participation count as a major test grade, and with 4-6 nights of performance and opportunities for completion, there are no "alternative assignments" for this grade.

### **Audition Only/Advanced Level Classes**

#### **- Production I-IV Classes (Varsity Theatre)**

Production Classes are designed to support and execute all Champion Theatre Main Stage productions. While some Production class assignments and activities stand alone for grading purposes, participation in extracurricular activities is expected of students in Production Classes, in much the same way Athletics Class students are expected to participate in extracurricular sports teams. Students are only allowed enrollment in Production Classes by approval from the director after completion of the audition process. Spots/Seats in these classes are limited.

Because appointments to these classes are “by audition only” it is, therefore, assumed Production students are committed to participating in extracurricular, after-school, Main Stage Theatre Productions, and their participation in such productions can/will have some grades associated with them.

Students are not limited to simply being in one theatre class. For example, a student may elect to be a member of both a Production class as well as a Technical Theatre class. CHS 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, Champion Theatre strives to provide an abundance of performance opportunities to our students. The department maintains an extra/co-curricular performance season that includes a minimum of FOUR (4) Main Stage productions: a Fall Comedy, a Fall Drama, the All-School Musical, and the UIL One-Act Play Contest Production. CHS Theatre also strives to complete a minimum of THREE (3) in-class One-Act/Black Box Lab Theatre productions which are considered curriculum-driven, and are part of a student’s grade.

- **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 Shows, All-School Musical, and our extremely competitive UIL One-Act Play. Typically, students from the Production Class are involved in these shows, but auditions are open to the entire student body.
- **In-Class Productions** are produced on a smaller scale and are mainly geared toward class level work and in-class rehearsal. These productions are part of the student’s IN-CLASS curriculum and include such productions as Fall/Spring In-Class One-Act Plays, and/or Children’s Theatre productions for elementary students.
- **Season/Show Selection:** Champion Theatre uses three specific criteria for choosing a performance season and specific shows within the season. We will only consider productions that serve these criteria:
  1. Theatre Student Educational Needs
  2. CHS Student Body Educational and Entertainment Demands
  3. Universal Standards of Material Suitability
- **Educational Needs:** In order to successfully accomplish our department’s mission, purpose, It is Champion Theatre’s constant endeavor to prepare our students for success at this, and successive levels beyond High School. In much the same way a football coach would prepare players to perform at the collegiate/pro levels, so, too, is our regimen designed to prepare our students to successfully perform at the highest levels, collegiate and professional. To this end, Champion Theatre will always seek to provide performance opportunities to our students that explore all styles of theatre from musical theatre, to intense drama, to farcical comedy, and more. As a guideline for choosing our plays and production seasons, the goal of providing the widest variety of theatrical experiences is paramount to student success. In many cases, providing contrasts from year to year, allows students to endeavor deeper into the theatrical experience, i.e. a classical drama one year, will likely pave the way for a modern/contemporary drama the next year, providing the educational experience within the contrast between the distinct time periods, sociological influences/differences, political landscapes and more.

- **Audience Demands:** Our second criteria used in determining a season’s productions is MEETING THE DEMANDS OF OUR STUDENT AUDIENCE. We seek to provide theatrical experiences for our target demographic: the Champion High School student. Catering to a student body that ranges in ages between 14-18 provides distinct challenges to cultivating an appreciation for live theatre as an artform; competing for teenagers’ attention in today’s world of modern technology, social media, streaming services with movies and entertainment at their fingertips at all times. The teenager’s “taste” in entertainment varies enormously from complex murder mystery, to violent fantasy adventure, to pre-adolescent “fart joke” humor. We seek to not only engage our student body, but to also develop future live theatre enthusiasts/consumers. Consequently, we consider relevant, award-winning productions that will pique the interest of today’s young people and still challenge our performers to perform at a high level of excellence.
- **Material Suitability:** This is probably the most subjective of all criteria that must be explored. What is “suitable” viewing/performing material for today’s High School student? And who’s the “authority” on suitability of the material for a teenage audience, and our community’s standards for mature subject matter? In an ever-changing American societal landscape, those will ALWAYS be difficult questions to answer. Champion Theatre directors refer first to international, national, state and local classifications before deferring to any director’s personal choice. A play’s publisher provides well-defined guides that determine the suitability of a play for certain age ranges. This is a director’s first reference point when it comes to determining suitability. We also rely heavily on sanctioning/governing bodies such as the University Interscholastic League, that approve materials for use in the High School contest environment. Finally, we rely heavily on the input from our Champion Theatre family regarding topics and/or issues that our parents and the students involved in the productions feel comfortable with portraying onstage. Champion Theatre will never disregard a student or parent’s concerns of any scenes/actions onstage in which a student feels uncomfortable. We strive to protect our students from any/all uncomfortable portrayals of any type of subject matter; be it the death of *Hamlet*, the teen sex and consequent suicides of *Romeo and Juliet*, the pedophilia/adultery in *The Crucible*, or the mercy killing in *Of Mice and Men*; all of which are required high school reading for Texas English classes.

### **Improv Troupe - Ch.I.P**

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.

### **International Thespian Society**

Champion High School is home to International Thespian Society Troupe (ITS) #7853. 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, and can be especially helpful to those hoping to pursue the performing arts as a career. Students can earn the honor of induction into the International Thespian Society by accumulating “Thespian Points” awarded by the director for their participation in any/all theatre activities. There is a one-time induction fee of \$35 for new inductees. For more information regarding ITS, visit our website [www.championtheatre.com](http://www.championtheatre.com).



## Letter Jackets

Champion Theatre is a UIL-Sanctioned activity. For this reason, students involved with Champion Theatre can also earn a CHS Varsity Letterman Jacket. There are two ways a student can earn a Varsity Letterman Jacket:

- 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 CHS Thespian Society and earns a total of 30 points.

Keep in mind, Champion Theatre does not pay for the Letterman Jacket itself. For qualifying students, CHS covers the cost of the actual "LETTER" on the jacket that parents can order through the school's approved vendor, Mecca Sportswear. At least two times a year Mecca Sportswear representatives are on campus to measure for jackets, and take orders; once in the Fall and once in the Spring. Please contact the CHS Athletic Office for Letterman Jacket sizing dates.

## On-Stage Participation:

**Extracurricular:** Any activity/performance that is competitive in nature, or for which admission is charged, is deemed extra-curricular. This would include Main Stage productions, outside of school day field trips, UIL One-Act Play and UIL Theatrical Design Contest. All CHS students are invited to audition and participate in Main Stage productions. These productions do require an after school time commitment according to the production's rehearsal and performance schedule. These production and performance opportunities are not directly connected to classroom grades.

### - Eligibility

Students participating in extracurricular activities are governed by UIL and TEA eligibility requirements. A student shall be suspended from participation in all extracurricular activities sponsored or sanctioned by the school district during the grading period following a grade reporting period in which the student has received a grade lower than 70 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 a failing grade, 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.

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.

## **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 – auditions open to Thespian Society Members and Champion Theatre Students.
- Theatre Class Productions – 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

**BEFORE AUDITIONING FOR THE ONE-ACT CONTEST COMPANY, KEEP IN MIND: One-Act Play Rehearsals WILL BE HELD DURING THE LAST WEEKEND OF SPRING BREAK! Please make any travel plans accordingly. DO NOT AUDITION FOR OAP if you cannot/will not be available for these rehearsals.**

## Rehearsals

### Rehearsal Limits

UIL Guidelines limit 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 on rehearsal times on Fridays after 4pm and 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 when not onstage.
- **NO ONE** is allowed in a Champion 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/OFF BOOK** on/by set due dates
- **WEAR appropriate rehearsal attire:** Main Stage Production cast members should wear “Rehearsal Blacks” to rehearsal. Rehearsal Blacks consist of:
  1. **ALL BLACK BOTTOMS:** leggings, yoga/dance pants, sweatpants or athletic shorts with no labels/stripes/logos/writing, etc.
  2. **ALL BLACK SHOES:** Black Jazz Shoes/Character Shoes are ideal, but all black sneakers are acceptable as well.
  3. **REHEARSAL SHIRTS:** Each day of rehearsal a different color REHEARSAL SHIRT is chosen by the Champion Theatre Officers. Rehearsal shirts are available for purchase and come in three colors: Navy, White, and Heather Gray. If you are new to the program and do not have official REHEARSAL SHIRTS, you may wear your own shirt (preferably plain with no logos) of the same color as assigned for the day, i.e. Gray shirt on Gray Day, Navy Shirt on Navy Day, etc.
  4. **APPROPRIATE UNDERGARMENTS:** One would think this is self-explanatory, however, it must be mentioned that undergarments like sports/athletic bras for ladies and briefs/boxer briefs are appropriate and essential in order to fully participate in the active movement required onstage.
- **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 THE FINAL WEEKEND OF SPRING BREAK! Please make travel plans accordingly.**

### Schedule Conflicts

When a student is involved in more than one school activity that occurs outside of regular school hours, conflicts may occur. Students must check event calendars for all their scheduled CHS 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).**

While each situation is unique, the determination as to which activity a student should attend when there is a school activity schedule conflict can most times be based on the following general rules:

- Rehearsals take priority over group/club meetings and/or social activities.

- Performances take priority over rehearsals, meetings, and/or social activities.
- Contests/Competitions take priority over all the above.

### **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 must 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 clean up after a performance, and strike on closing night of the production. This is part of the theatrical process. PARENTS, PLEASE MAKE PLANS FOR STUDENTS TO PARTICIPATE IN POST-SHOW CLEANUP AND ANNOUNCEMENTS/NOTES!**

## DEPARTMENT BEHAVIOR POLICIES

Students are expected to follow all CHS and BISD rules outlined in the Student Handbook! Those students choosing to participate in extracurricular activities must also abide by the BISD Extracurricular Code of Conduct in Appendix A.

### CHS Theatre rules are based on one simple premise: RESPECT!

Respect your peers – their time, property, work, and space

Respect yourSELF – your own body, mind, voice, craft, and education

Respect your director – his/her time, space, property, and authority

- Be on time to class and rehearsal.
- Have all your OWN supplies, clothing and makeup. DO NOT BORROW/SHARE/STEAL!
- No food or gum on stage. Water is encouraged in your own, personally marked water bottle with a resealable lid. **NO DISPOSABLE WATER BOTTLES!!!**
- Dress appropriately, according to the district dress code, for class. Students will not be excused from activities for making the choice not to dress appropriately.
  - **IN THEATRE ARTS AND PRODUCTION CLASS:** Students should wear appropriate “workout” or dance gear-type clothing to allow for movement onstage. Students who do NOT dress appropriately, will receive a “0” for a participation grade if they are unable to participate due to inappropriate dress. Students may change into appropriate clothing for stage movement before the bell rings.
  - **IN REHEARSAL: See Rehearsal Rules section of this Handbook.**
- 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 your class/cast mates’ success by being a respectful, supportive 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. The use of cell phones can be helpful when we are using digital scripts in rehearsal, or daily Google Classroom assignments. However, they do distract and are the primary cause for failure to reach one of our department motto’s primary standards - FOCUS. Students will frequently be asked to remove cell phones from the rehearsal/performance space, and especially the Scene Shop.
- SCENE SHOP:
  - NO STUDENTS ALLOWED IN THE SCENE SHOP WITHOUT ADULT SUPERVISION! If Avi is not in the Scene Shop, you should not be in there either.
  - NO HORSEPLAY IN THE SCENE SHOP! FOR SAFETY REASONS, THERE IS A ZERO-TOLERANCE POLICY FOR HORSEPLAY IN THE SCENE SHOP. We have very dangerous power tools and heavy machinery in the Scene Shop. AT NO TIME is horseplay acceptable in the Scene Shop.
  - NO SCENE/DANCE REHEARSAL IN THE SCENE SHOP! Same reasons as above apply here.
  - NO FOOD/DRINKS IN THE SCENE SHOP. A closable water bottle is OK, but food and/or drinks are not allowed. (You don’t want to eat sawdust, anyway).
  - APPROPRIATE CLOTHING - Dress appropriately, according to the district dress code, for class. Students will not be excused from activities for making the choice not to dress appropriately. The following guidelines apply:
    - BRING WORK CLOTHES THAT CAN GET MESSY! We use paints that will stain ruin/clothes.

- No long-sleeve, loose clothing (like oversized hoodies) that could get caught in machinery.
- No OPEN-TOED SHOES! Sandals and “Crocs” are NOT SAFE for wear in the scene shop.
- Long Hair must be Put Up to avoid being caught in machinery.
- Safety Goggles must be worn when operating power tools
- Earplugs are recommended when working near loud machinery
- WORK GLOVES are recommended when handling wood/lumber, but NOT when operating power tools.

## **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 CHS Theatre, CHS 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 disciplinary action to include removal from a production and/or the department.

## **Due Process**

All BISD students are expected to follow all school rules and BISD behavior guidelines outlined in the student handbook. Any student suspected to be in violation of those rules are entitled to due process in accordance with BISD guidelines. However, since CHS Theatre is such a publicly visible program, students who receive disciplinary action from administration (including but not limited to: ISS, AC, At-Home Suspension) will be removed from any extracurricular CHS Theatre activities in which they are currently participating. Please contact the director if you have any concerns.

## Financial Policy Statement

As one would expect, it takes a great deal of financial support to successfully accomplish the goals set forth for these students and this organization. That financial responsibility is shared with Boerne ISD and the parents and students involved in the program. However, it is the philosophy of the CHS Theatre Department that no student should be denied the privilege of participation in Champion Theatre activities due to financial hardship. For options in meeting financial obligations, fees, etc. parents should contact the director.

## Class and Extracurricular Activity Fees

There are class supply fees associated with all Champion Theatre classes. This Class Supply Fee is used to buy consumable supplies specific for each class. These depend/vary based on the projects for a specific class section. Some of the items include: makeup, props, art supplies, play scripts, tissues, markers, scissors, costumes, costume cleaning, wigs, paper towels, glue sticks, baby wipes, makeup sponges, fabric, lumber, power tools, cleaning supplies and much more. Donations of these items are also always appreciated.

If a student is enrolled in more than one theatre class, they are only responsible for one class supply fee. If there is a difference in fees, the higher rate supply fee would apply.

### 2022-23 Fee Schedule:

- **Classroom Supply Fees (Due NLT end of first Semester)** - These fees apply to all students enrolled in any Theatre Class.
  - Technical Theatre Class = \$40 (Includes OSHA Safety Certification)
  - Theatre I-IV = \$20
  - Theatre Production Class \$20 –
  - Annual Department Tee Shirt\* Optional for Theatre I-IV, Required for Production Class
  
- **Costume Fees (Due NLT two weeks after the casting of a show)** - This fee covers the cost of costume rental, purchase, construction, alterations, and/or cleaning for each costume. The Come Fee applies to all students who appear onstage, in costume at any time during any Main Stage Production
  - Fall/Spring Main Stage Shows Cast = \$125
  - Musical Cast = \$125
  - UIL One-Act Play Cast = \$125

All these fees can be paid at Boerne ISD's RevTrak online platform:

<https://boerneisd.revtrak.net/champion-high-school/chs-theatre/#/list> or by check made out to:

"Champion High School."

**Meal Fees** – These fees help cover the cost of meals on the late evenings of Production Week for Main Stage productions, including Dress Rehearsal and 4 Nights of Performances. Meals are coordinated by the Champion Theatre Parent Boosters. All meal fees are to be paid to the Booster Club.

- Fall/Spring Main Stage Shows = \$35
- All-School Musical = \$35
- UIL One-Act Play = \$55; Includes Contest Travel Meals

Meal Fees are payable online at [www.championtheatre.com/boosters](http://www.championtheatre.com/boosters) or by check made out to:

"Champion Theatre Booster Club."

**Insufficient Funds** - CHS 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.

Refunds - Refunds are granted with the approval of the director. Please allow 2-4 weeks for refund process to be complete. All refunds are processed through the BISD Finance Office.



## Field Trips

### Guidelines for CHS Theatre Trips

In addition to those policies set forth by BISD and CHS, 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 submits a written request to the director 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 CHS 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 CHS 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-Samuel V. Champion High School Theatre Department and all auxiliary theatre activities.
- Students are expected to conduct themselves in a manner that reflects positively on Boerne-Samuel V. Champion 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 and BISD Extracurricular Activity dress code at all times. This includes
  1. **Uniformity:** Students frequently travel to other schools, towns, communities, restaurants, etc. as representatives of Boerne ISD. Therefore, they should be dressed and groomed in a manner which best represents their school and team. We expect our students to set the standard for our schools in the area of grooming and personal appearance.
  2. **Dress:** The student should be neatly dressed and comply with all other school rules.
  3. **Hair:** In accordance with school policy, hair shall be clean, well groomed, of natural color, and out of the eyes. Hair shall be styled in a way that is not distracting and/or designed to be conspicuous. The student's facial hair and hair should be neatly trimmed to meet his/her coach's, teacher's or sponsor's satisfaction.

4. **Body Art/Piercing:** In accordance with the Boerne ISD dress code policy, tattoos must remain covered at all times. Jewelry of any kind is not allowed for safety reasons during athletic practices, games and competition.

### **Attendance Policy for Trips**

All theatre trips are optional unless otherwise specified. Contests & Clinics are NOT considered field trips. Only CHS Theatre members and parent chaperones may participate in CHS Theatre trips. Some exceptions may be made through special arrangement with the director for siblings who are also BISD students. The following criteria may disqualify theatre students from 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 CHS 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 CHS 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 unless otherwise noted.

## **CHS 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-Samuel V. Champion High School. All parents are invited to attend parent meetings, although participation is voluntary.

## **Parent Volunteers**

Anyone interested in volunteering with CHS 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 have been read and understood. This form is located on the last page of this Handbook, as well as on the CHS Theatre website. It is to be printed, signed and then returned to the director.

All Production Class 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 are also asked to sign a photo release form allowing us to place photos of students on the website, in programs and/or production advertising/marketing posters, flyers, etc.



## APPENDIX A: EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT

Extracurricular Programs in the Boerne Independent School District are intended to be a strong and integral part of the overall education process. These programs supplement and enrich the required academic workload by providing invaluable experiences in teamwork, sportsmanship, sacrifice, and discipline. Participation is strongly encouraged in order that students may realize a well-rounded high school experience.

Extracurricular Programs are one of the most recognizable groups in a school. This makes it extremely important that they understand their position as a role model for complete honesty, strong character, unquestionable integrity, and good judgment. Extracurricular Programs are not a **RIGHT** guaranteed for all. They are a **PRIVILEGE** and therefore must be monitored as such.

Participants in the Extracurricular Programs will not be allowed to act in any manner that brings embarrassment to their team, their program, their school, or their community. If and when such behavior occurs, the student's sponsor is authorized to require disciplinary consequences. Serious or repeated violations can result in suspension or in removal from the team or program.

The intention of this policy is to encourage participants to demonstrate responsibility for their actions and judgment.

Participation in extracurricular activities shall be a privilege, not a right. Students who participate in extracurricular activities are considered, at all times, to be representatives of the district. Therefore, such students who consume, use, possess or disseminate alcohol or other illegal drugs in any form including tobacco, electronic cigarettes or other vaping devices and/or paraphernalia at any time or place, shall be suspended from participation in all extracurricular activities.

Offenses shall be handled in the following manner:

1. **First Offense:** The student shall be suspended from competition in extracurricular activities for 21 calendar days if the offense occurs during the season for that activity. The student shall not be permitted to participate in practices or other activities associated with the extracurricular activity. If the offense occurs out of season, 21 hours of community service must be performed within 30 days in order to establish eligibility for the next season. No in-season participation shall begin until all community service hours have been completed. Furthermore, if the 21-hour community service requirement is not satisfactorily fulfilled the student shall be suspended from competition for 21 calendar days when the season begins. The authenticity of community service shall be verified by the principal.
2. **Second Offense:** The student shall be suspended from participating in extracurricular activities for 90 calendar days from the date the penalty is imposed. In addition, the student must perform 60 hours of community service during that 90 day period.
3. **Third Offense:** The student shall be excluded from participation in all extracurricular activities for one calendar year with subsequent reinstatement subject to approval by the principal.

A violation may be based on, but is not limited, the following criteria:

1. A law enforcement officer has observed and reported the behavior.
2. A district employee has observed the behavior and reported it to the principal or designee who investigates it further.

3. The student is accused and admits to such behavior before a district employee.
4. A law enforcement officer has given the student a citation for such behavior.

Any student who participates in extracurricular activities or is an officer in any school organization, who is arrested and accused of a criminal act, delinquent conduct or act of moral turpitude, shall be suspended from participating in extracurricular activities and/or fulfilling the duties of the office until the matter is resolved. Upon any determination that the student is falsely accused or charged, the suspension shall be removed. Any student found to be guilty of criminal activity, delinquent conduct or act of moral turpitude shall be suspended from participating in extracurricular activities and/or removed from office for one calendar year if the misbehavior triggers a mandatory AEP placement according to the Student Code of Conduct. If the misbehavior calls for discretionary AEP placement, disciplinary consequences shall be the same as those described for the second offense.

It is the intent of this policy that all penalties, sanctions, suspensions, and removals shall be imposed only upon notice and after due process has been afforded the student.

Nothing in this policy shall exclude or limit a coach, director or sponsor from documenting and addressing breaches of sportsmanship and team rules by imposing disciplinary consequences that are determined within each program. Repeated such violations may lead to dismissal from the program.

Extracurricular activities include, but are not limited to, all school athletic teams; all school-sponsored University Interscholastic League academic, literary and music competitions; and any other school-sponsored program which involves practice and activity outside of regular school hours.



### **Signature Page**

I have read the Boerne-Samuel V. Champion High School Theatre Department Handbook for Students and Parents and the Boerne ISD Extracurricular Code of Conduct. I understand and agree to all of the terms and conditions outlined in this handbook. I understand that failure to comply with these guidelines could result in my removal from any/all CHS Theatre extracurricular activities, including Fall productions, UIL OAP, UIL Theatrical Design Contest, Thespian Society activities.

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STUDENT'S PRINTED NAME & SIGNATURE

DATE

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PARENT/GUARDIAN'S PRINTED NAME & SIGNATURE

DATE