

# Ponderosa High School Drama Class



## *Theater Tech & Production* **Student Handbook** **2023-2024**

*Please keep this handbook in your binder. It's required to be in class every day.*

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Ponderosa Stage Productions

# Drama Handbook

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Attached to the back of the handbook is the Drama Class Contract. Along with your signature, please have your parent or guardian sign it as well.

*Return the signed contract by* \_\_\_\_\_

Theater Tech & Production  
Ponderosa High School

Renée Fritz  
Instructor

**Course Description:** This is a project-oriented course in which students will learn the basics of theatre design in lighting and stagecraft, as well as theatre business management. Students form teams to work on all set build aspects of our school productions. There are also individual design projects throughout the year. Projects include lighting and sound design & implementation; set design and construction, production management, and theatre business technology, including opportunities to design programs and posters.

### **Ponderosa Stage Productions 2023-2024 Mainstage Shows**

Fall 2023 *Macbeth*  
Spring 2024 *Shrek, the musical*

#### **EXTRA-CURRICULAR REQUIREMENT:**

All students in the drama program at Ponderosa must attend and write a review for *both* the fall play *and* spring musical. If you perform or are on crew for a mainstage show, you are exempt from this requirement.

#### **SUPPLIES NEEDED:**

- A binder, *or* section of a binder, labeled “Drama Class” with *one* pocket divider for handouts
- Graph paper & lined paper
- Pens, pencils, erasers & highlighters
- *Optional:* Paint/work clothes. On set build days students should not wear anything they don’t want to get messy.

*This course meets the California Content Standards for Visual and Performing Arts.*

# GRADING POLICIES & SAFETY RULES

## Weekly Participation Points

All students in this class will start each day with 5 points of participation credit (roughly 60 points per grading period). ***Attendance is critical to your grade.*** Students who fail to participate or do not engage with effort in class activities will lose points. Students who spend the majority of independent work time on their phones or with other distractions will also lose points.

## In-Class Expectations

1. Students will *participate* and be *actively engaged* during the class session
2. Students will **not be on their cell phones** or other devices at inappropriate times (see PHS Theatre House Rules, p. 4)
3. Students will be *respectful* to each other during class activities.
4. Students will complete their work on time and *remain on task* during the time given in class to work on assignments.
5. Students will ask questions that are deemed helpful when the subject matter is not understood or when help is needed (*especially when working with tools*).

## Assignments

Assignments include lecture notes, quizzes, practicals, projects & play reviews.

## Grading Scale

90-100 = A

80-89.99 = B

70-79.99 = C

60-69.99 = D

59.99 or below = F

**SAFETY TEST:** All technicians MUST pass the Safety Test before they are allowed to use any power tools in the theater.

Students must adhere to the rules that they learn from the test, otherwise these privileges will be taken away. Students of the tech class must come to school prepared to work in all conditions. Students must have closed-toe shoes to work in the theater. Not having these shoes will result in a loss of participation points. Students can keep a pair of closed toe shoes & paint/work clothes in the theater if they wish, but it is the student's responsibility if the shoes are lost or damaged. Students with long hair must also tie their hair up when working with tools. Students must also wear the appropriate safety wear (eyewear, gloves, earplugs, etc.) when using tools. *Failure to follow ANY of these rules will result in a deduction of weekly participation points.*

# PHS THEATRE HOUSE RULES

WE ARE FORTUNATE TO HAVE A NICE THEATRE.

UPON ENTERING THIS THEATRE YOU HEREBY AGREE TO ABIDE BY,  
AND ENFORCE, THE FOLLOWING RULES:

1. NO FOOD, DRINKS, OR GUM
2. NO FEET ON THE SEATS, SEAT ARMS OR BACKS
3. DO NOT CLIMB OVER THE BACK OF THE SEATS
4. DO NOT JUMP ON OR OFF THE STAGE--USE THE STAIRS ON EITHER SIDE
5. PERSONS MAY BE BACKSTAGE, ONSTAGE OR IN THE TECH BOOTH *WITH PERMISSION ONLY*
6. USE OF GREENROOM BATHROOMS NOT PERMITTED
7. IF IT'S NOT YOUR WIG, COSTUME OR PROP, DON'T TOUCH IT
8. STUDENTS AREN'T ALLOWED TO LEAVE ANY PART OF THE THEATRE BUILDING WITHOUT PERMISSION
9. CELL PHONES ARE NOT PERMITTED DURING CLASSROOM TIME (*EXCEPT FOR CURRICULAR PURPOSES, WHICH ARE ANNOUNCED IN CLASS WHEN NECESSARY*)

## CONSEQUENCES FOR BREAKING THE RULES

*1st time:* Warning

*2nd Time:* Cleaning the theatre at lunch

(so you understand what it takes to maintain this space)

*3rd Time:* Phone call home and REFERRAL TO ADMINISTRATION

## EXCEPTIONS TO RULES 7 & 8

RULE #7 LEAVING THE THEATRE WITHOUT PERMISSION RESULTS IN AN AUTOMATIC DETENTION. AFTER THE SECOND TIME, REFERRAL TO ADMINISTRATION.

RULE #8 AFTER ONE WARNING, YOUR PHONE GOES TO PHONE JAIL ON THE APRON.

*At lunch, there is a designated area near the stage to eat at drama club meetings.*

## IMPORTANT DATES TO KNOW

Our campus theatre company, *Ponderosa Stage Productions*, puts on several productions throughout the year. **Attendance at both Mainstage shows is an extracurricular requirement for all drama students (mainstage shows are in bold).** Tickets are announced 2-3 three weeks before opening night. Students can see the play for free if they usher a performance.

### 2023-2024 Play Season

**FALL MAINSTAGE SHOW: *Macbeth* (aka *The Scottish Play*)**

**Audition Date: Wednesday, August 23 (After school)**

**Show Dates: Nov. 2nd-4th & Nov. 9th-11th**

Curtain: 7 pm (2 pm Matinee on Saturday Nov. 11 )

Children's Theatre October 4th & 5th

Winter Shorts: Lenaea High School Theatre Festival Previews

Show Date: Wednesday, February 1

Curtain: 7 pm

**SPRING MAINSTAGE SHOW: *Shrek, the musical***

**Auditions: January 16-18, 2024**

**Show Dates: April 11th-13th & April 18-20th**

Curtain: 7 pm (2 pm Matinee on Saturday April 13 & April 20)

Drama Night: Awards Ceremony & Comedy Night

Thursday, May 16th

Curtain: 7 pm

- Both mainstage shows have 6-8 performances over two weekends, with both evening and day shows to see. Since play reviews constitute 10% of your grade, you should plan ahead to work them into your schedule.
- If you perform or are on the crew for a mainstage show, you are exempt from the Play Review requirement.

## PLAY REVIEW REQUIREMENT *(10% of semester grade)*

All students in the PHS Drama Department are required to see the *Fall Play* in November & the *Spring Musical* and complete a Play Review.

**Why is seeing a play at PHS a requirement?** Watching a performance put on by other students in our program allows you to experience a real time application of concepts we learn in class every day. You'll gain an appreciation of the work your peers put into these shows. Most students come back from seeing a show inspired--and some even decide to be a part of the next show.

1. **Exactly how do I fulfill the play requirement?** In the fall, attend the fall play. In the spring, see the musical. For each show, complete a Play Review form with a ticket stub attached.
2. **What if I can't afford to purchase a ticket?** You can see any play for free if you sign up to usher a performance. Talk to Mrs. Fritz for other ways to see the show for free.
3. **When do I need to see the shows?**  
Fall play Macbeth: Nov. 2, 3, 4, 9, 10 & 11.  
Shrek, the musical: April 11, 12, 13, 18, 19, 20.  
You may attend any show and you only need to attend *one* for the semester. Both shows have six evening performances at 7 pm and a Saturday matinee at 2 pm.
4. **What is a Play Review form and when do I turn it in?** Pick up a Play Review form from me. Fill out this form completely and attach your ticket stub as proof that you saw the show. Your Play Review needs to be turned in within five days of closing night.
5. **I lost my ticket stub to attach as proof that I saw a show. What do I do?** Take the form home and get a parent signature on the sheet. Have your parent write a note on it saying that you did attend the following event *with their signature*.
6. **How much is the requirement worth?** Play Reviews end up being around 10% of your grade. Missing this assignment will have an impact on your grade. It's a good idea to plan in advance which show you'll see so you don't miss the requirement.
7. **I was an actor or crew member in a Main Stage production here at PHS. Do I still have to fill out a Play Review?** *If you attended all required rehearsals and shows, you are exempt.*
8. **I volunteered as an usher or ticket-taker for a production, or I worked a few times on set building. Do I still have to fill out a Play Review?** *Yes.*

**Extra Credit.** If you've already seen a PHS Mainstage show you can receive extra credit by seeing a live stage play at another theatre. You *must* have an official ticket stub and complete a Play Review form. You can't receive more extra credit for seeing more than one outside show, and only shows staged during the school year are eligible.





Student Name: \_\_\_\_\_ Period: \_\_\_\_\_ Due by: \_\_\_\_\_

## PHS Drama Class Contract

*Dear Student:* Please place your initials next to each requirement for this class, and then sign at the bottom. Return this contract at the date indicated above.

\_\_\_\_\_ I have read the Class Handbook & will keep it in the front of my binder.

\_\_\_\_\_ I promise to abide by the policies & understand the consequences.

\_\_\_\_\_ I understand the extracurricular requirements and have discussed them with my parent(s).

*Dear Parent:* Please review these requirements with your son or daughter carefully. Your signature below indicates that you understand and support the expectations for drama class. If you have any questions, please contact me at [rfritz@eduhd.net](mailto:rfritz@eduhd.net).

\_\_\_\_\_ I understand the extracurricular requirements and have discussed them with my parent(s).

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Parent email and/or phone: \_\_\_\_\_

I look forward to making this class an enjoyable learning experience for you all.

*Renee Fritz*

*PHS Drama Instructor*

*Program Director, Ponderosa Stage Productions*

[www.pondodrama.com](http://www.pondodrama.com)

Parents, please indicate below whether or not you allow photographs of your child on our website:

\_\_\_\_\_ I allow my student's image to be used on the PHS Drama Website.

\_\_\_\_\_ I do NOT allow my student's image to be used on the PHS Drama Website.

