

# Lehman High School

Lobo Theatre Handbook

2019-2020



For Students & Parents

Stephanie Sanders, Theatre Director

Ray Wortel, Theatre Director

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



August 15th, 2019

Dear Parents and Students,

Welcome to the Lehman High School Theatre Department! We hope you had a fun and relaxing summer and are looking forward to another exciting school year. The theatre department is looking forward to having our space filled with students who are ready to imagine, create, act and discover their potential as artists. We especially welcome the class of 2023 and all our new students who have joined us. It is going to be an amazing year for the Lobo Theatre and we look forward to sharing our 2019 – 2020 season with the Kyle and surrounding communities.

Please read this handbook carefully and keep it as a reference. The handbook contains information concerning the Lobo Theatre policies and expectations for this school year that all students will be required to follow.

Membership in this organization requires discipline, pride and a mutual respect for others. Participation in this department will offer each student many opportunities for growth as performers, designers and lifelong learners. We encourage parents to become involved in their student's theatre education through volunteer opportunities and by joining the Lobo Theatre Booster Club. We contribute much of our success in our many endeavors due to the dedication, encouragement and endless support of our booster club. Thank you to all our parent volunteers who have been involved over the years. We hope you will continue to remain a vital aspect of the Lehman Lobo Theatre program. We look forward to meeting each of you and welcoming you to the theatre program.

We are honored to be the theatre directors for the students at Lehman High School. If you would like to learn more about the theatre department, you can view the Lobo Theatre website by going to [www.lobotheatre.com](http://www.lobotheatre.com). Please feel free to contact us if you have questions or concerns throughout the year.

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# Introduction

Theatre is considered a part of the total high school experience in that it's one of the main Fine Arts options for you and your student; being a part of this program is a privilege. The policies, procedures and regulations in this handbook are designed to provide a safe space for students to learn and be successful in the performing arts. One of the main purposes of this handbook is to help answer any questions that the parent/student may have and be a guide for defining the procedures of the Lobo Theatre. You, the member, are accountable and responsible for upholding all guidelines set forth in this handbook and for any additional guidelines your director(s) might add.

## Table of Contents

<a href="#">Officers</a> .....	4
<a href="#">Mission/Vision</a> .....	4
<a href="#">Golden Rules of the Theatre</a> .....	4
<a href="#">Course Outlines</a> .....	5
<a href="#">Statement of Financial Policy</a> .....	5
<a href="#">Digital Citizenship</a> .....	6
<a href="#">Sexual Harassment</a> .....	7
<a href="#">Grading Guidelines</a> .....	7
<a href="#">Tutoring</a> .....	8
<a href="#">Extra-Curricular Guidelines</a> .....	8
<a href="#">Eligibility</a>	
.....	9
<a href="#">Auditions</a> .....	9
<a href="#">Rehearsal</a>	
<a href="#">Expectations</a> .....	10
.....	13
<a href="#">Performance Expectations</a> .....	14
<a href="#">Field Trips</a> .....	14
<a href="#">Letter Jackets</a> .....	15
<a href="#">Thespian Society</a> .....	16
<a href="#">Booster Club</a> .....	16
<a href="#">Parent Volunteers</a> .....	16
<a href="#">Forms</a> .....	16
<a href="#">Signature Page</a> .....	17

## Meet Our Thespian Officers

President:	DeSyre Collier (Senior)
Sergeant At Arms:	Allie Lawrence (Senior)
Vice President:	Jared Brown (Junior)
Secretary:	Hannah Zuniga (Sophomore)
Treasurer:	Charles Bruno (Sophomore)
Historian:	Kaila Himes (Senior)
Workshop Manager:	Ashlynn Arzola (Senior)
Social Media Officer:	Ethan Boone (Senior)

## Mission/Vision Statement

Our mission in the Lobo Theatre is to create and maintain a high quality theatre program that provides opportunities for both acting and technical theatre. The theatre department's main objectives are:

- To follow Texas TEKS and comply to Hays CISD education standards
- To provide acting and technical theatre experiences for all abilities through classroom and extracurricular opportunities
- To develop an appreciation for the performing arts as a discipline
- To create a safe, positive and fun environment while instilling a strong work ethic
- To develop the ability to accept critical evaluations and critique others constructively

## Golden Rules of the Theatre

1. Always conduct yourself in a manner that reflects positively on you, your family, your community, your school, and the Lobo Theatre Program.

2. Be loyal, honest, courteous and sportsmanlike in all dealing with your director, staff and fellow thespians.
3. Watch, listen and cooperate with adults and student leaders.
4. Be at the right place, at the right time for all Lobo Theatre activities with proper equipment, attire and attitude. Emergencies excluded, please keep in mind, “If you’re EARLY, you’re ON TIME and if you’re ON TIME then you are LATE! If you’re late, you might be REPLACED”
5. Refrain from foul language and comments.
6. Special care should be taken to see that all personal and school property is properly maintained. Take care that nothing is damaged, lost, misplaced or left unlocked. Treat it better than you would treat your own property!
7. Social media is not the proper space to air your grievances about a show, rehearsal, or cast member.

## Course Outlines

- **Theatre Arts 1:** This course requires that you are enrolled at Lehman High School. There are no pre-requisites for this course.
- **Theatre Arts 2-4:** This advanced theatre course requires that you are enrolled at Lehman High School. You must have completed Theatre Arts 1 before you can enroll in this class. Preferably Theatre 1 taken at Lehman High School. *After school rehearsal/performance required.*
- **Technical Theatre 1:** This course requires that you are enrolled at Lehman High School. There are no pre-requisites for this course.
- **Technical Theatre 2-3:** This advanced technical theatre course requires that you are enrolled at Lehman High School. You must have completed Technical Theatre 1 before you can enroll in this class. Preferably Tech Theatre 1 taken at Lehman High School. *After school rehearsal/performance required.*
- **Musical Theatre 1:** This course requires that you are enrolled at Lehman High School. There are no pre-requisites for this course. *During and after school rehearsal/performance required.*
- **Theatre Production 1-4:** This course is only open by audition to students that are active members in theatre. Director’s choice for class placement. *During and after school rehearsal/performance required.*

## Statement of Financial Responsibility

It is the philosophy of the Lobo Theatre Department that NO student should be denied the privilege of participation due to financial hardship. For options in meeting financial obligations, parents should contact the directors.

## Digital Citizenship

Cell Phone Policy for classes: We will follow the district policy. Students should not have phones in use unless it is deemed so by the teacher. Consequences will follow as such: 1<sup>st</sup> offense: Warning. 2<sup>nd</sup> or more offenses: Phone is collected and turn into the office, to be collected by parents for a \$10 fine.

Maintaining a higher standard of conduct within our program will also include ensuring that every theatre student member have appropriate online websites/social media. The internet is a worldwide, publicly accessible form of communication. Any communication 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/media accounts.

The areas of appropriateness will include, but are not limited to:

- Profane, foul or disrespectful language (abbreviated or alluding to)
- Pictures that include: suggestive poses, clothing, references to drugs and/or alcohol (tobacco included)
- Postings (verbal or photos) that could be interpreted as being negative or threatening towards other HCISD/LHS teaching staff, students, Lobo Thespians or
- Postings (verbal or photos) that demonstrate poor sportsmanship or a disrespectful attitude towards our theatre group or other theatre groups.

Any such incident will result in review by the principal (or designee) and may lead to probation or dismissal from theatre. Theatre program students who violate the above guidelines shall be subject to the following:

- Upon confirmation of a violation, the member will be asked to remove any offensive item(s) from the website(s) and will be asked to give a formal apology and plan of action to deter this behavior to the principal, directors, and theatre students. Parents/guardians will be contacted and made aware of the offensive behavior and action plan.
- If a violation occurs that is deemed to be of a more serious nature, including but not limited to: a threat, bullying, inappropriate and/or foul language, or a series of violations, the student may be subject to a higher level of discipline as determined by the director and school administration; such as in school suspension, probation, and/or dismissal from the theatre program.

Mrs. Sanders and Mr. Wortel take social media bullying very seriously. We will insist that all students follow the universal theatre creed to “Never undermine or speak poorly of a rehearsal, show or a fellow cast/crew member’s performance; especially publicly.” It is imperative all of our thespians follow this rule, as we must have unity and trust amongst our actors on stage. Their bond is crucial to the success of every production we have at Lehman High School Lobo Theatre.

## Sexual Harassment

Inappropriate verbal or physical conduct of a sexual nature at school is prohibited by school board policy. Sexual Harassment is prohibited against members of the same sex as well as against members of the opposite sex. Any student who experiences a sexually offensive comment or action by another student or adult at school or school sponsored event is strongly encouraged to tell a parent, teacher, counselor, or principal. The offense should be reported immediately. Students that are in violation may be removed from extra-curricular portions of the program for a time period established between directors and administration. Reinstatement will be evaluated after the end of the school year.

## Grading Guidelines

We will follow the HAYS CISD grading guidelines. To see the most recent grading policy click [here](#)

Our Class Grading Breakdown:

### **Theatre 1**

- 40% Skills/Formative: Rehearsals, audience etiquette, group work, projects, daily work and assessments.
- 60% Performance/Summative: Performances, projects, tests

### **Theatre 2-4**

- 40% Skills/Formative: Rehearsals, audience etiquette, group work, projects, critiques, notes, daily work and assessments.
- 60% Performance/Summative: Performances, clinics, projects, tests, conventional paper tests, and show production mastery.

### **Technical Theatre 1-4**

- 40% Skills/Formative: Daily work, designs, notes, shop clean up, and set construction.
- 60% Performance/Summative: Projects, major assessments, and set building

### **Musical Theatre 1-4**

- 40% Skills/Formative: Rehearsals, audience etiquette, group work, projects, critiques, notes, daily work and assessments.
- 60% Performance/Summative: Performances, clinics, projects, tests, conventional paper tests, and show production mastery.

**LATE WORK:** Students will be allowed 5 days from the due date of an assignment to turn in late work for a 30pt. deduction. After that 5 day period, it is teachers discretion for the credit earned from turning in late work; which may result in a 0.

If a student is absent: They will have 1 class period for every day they were not in class. 1 absence=1 extra day; which INCLUDES weekends.

Students will always be allowed to make up a failing grade by re-doing the assignment. They will have 5 days from the grade being posted to make up the assignment for a maximum grad of an 70.

## Tutoring

Students will have the option to make up work during tutoring Monday –Friday during Mega Lunch. Students planning to make up work need to notify Mrs. Sanders and/or Mr. Wortel 24 hours prior to the day you plan to come by.

## Extra-Curricular Guidelines

**Theatre and Technical Theatre Level 1 Classes:** Participation for these level 1 classes are optional. Even though they are optional, all students are strongly encouraged to audition/apply for after school performances and advanced classes in the future. Students that are in Theatre 1 may be required to participate in the Senior Festival Showcase in May. This will require 1-5 after school rehearsals, and 2 possible performances. Please make sure to mark your calendars in advance when the dates are released (no later than October 2019) so you can make arrangements for your student to be in attendance.

**Theatre 2, 3, 4/Production 1, 2, 3, & 4/Technical Theatre 2 & 3/Musical Theatre 1-4:** Participation in extra-curricular performances is required. See the Lehman High School Course Handbook for course information.

Therefore, it is assumed that they desire to take part in extra-curricular theatre. All production and theatre courses are expected to audition and earn a role in the class and extra-curricular productions. Tech Theatre is required to apply and participate in at least 2

shows per school year. In order to be cast for the UIL OAP production the student is required to participate in at least 3 school performances, in or out of class. However, it is stressed that participation in an extra-curricular theatre is a privilege, not a right. You, the theatre student, are responsible and accountable for all policies contained within this handbook and for any additional policies that your directors might add.

**Thespian Troupe 7488/Drama Club:** Any student that is enrolled at Lehman High School may be a part of the Drama Club. Students will earn points to being inducted to the Thespian Troupe by participation in the Troupe/Club activities. Please refer to the Thespian Troup eligibility rules for specific guidelines.

## **Eligibility**

### **Hays CISD Eligibility States:**

- Students must remain academically eligible for extracurricular activities by maintaining passing grades and acceptable attendance in all classes at every reporting period.
- Academically ineligible students may practice or rehearse with other students, but may not participate in a competition or other public performance.
- A student ineligible to participate in an extracurricular activity/organization, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills in a performance, may participate in the performance only if the general public is invited to the performance and the requirement for student participation in public is stated in the essential knowledge and skills of the course.
- Also, under state law, and in accordance with Board Policy FM (LEGAL), school districts are allowed to identify advanced courses for exemption from the no pass/no play rule. This exemption is further defined in Hays CISD Administrative Procedure E17.

Unless one of the above exceptions applies, if a student receives one or more failing grades in the first six weeks of the first semester or at the conclusion of a 9 week period, he/she is ineligible to participate in the activity for at least three school weeks. At the end of that three week suspension, if the failing grade has been brought up to passing the student is again eligible to fully participate in the activity. If not, the suspension shall continue.

## **Auditions**

Auditions for involvement in extra-curricular activities are announced at least 2-3 weeks prior to the audition date. Rehearsals will begin the day of/after the cast list is posted.

Please check [www.lobotheatre.com](http://www.lobotheatre.com) for all calendar postings and updates. **Audition opportunities include:**

- Bye Bye Birdie/annual musical (August-December)
- Haunted House (October)
- UIL One Act Play (December-March)
- Spring Showcases (March-May)

All other performances will be cast from the Theatre/Production Classes. Mrs. Sanders and Mr. Wortel will be checking the following things for every Lobo Theatre Production when determining roles for actors:

- Grades
- Attendance (you need to be in your scheduled classes)
- Appropriateness of the students abilities to the role being performed
- Student fits in and works well with the ensemble of the cast
- Cooperation, preparedness and participation in the audition
- Students ability to attend rehearsals and performances (we will work with most every students schedule and other extra-curricular programs)

## **Rehearsal Expectations**

### **1. Sign-In and Check for Announcements**

- All members of the company must sign in/sign out daily with their scripts and appropriate clothing with the stage manager.

### **2. Attend Rehearsals**

- Rehearsals and crew calls are never missed without prior permission. Attend ALL rehearsals for the ENTIRE time unless stated on the conflict sheet at the time of auditions.
- Students are allowed three unexcused absence – an unexcused absence is any absence in which the director has not been given at least 24 hours-notice and does not constitute a medical emergency. Contact your Stage Manager by email or phone.
- Absences above the three unexcused may result in expulsion from the cast and or crew.
- Students MUST NOT leave the rehearsal at any time without permission or they may be removed from the cast or crew.
- If you have a personal emergency, please contact the Stage Manager. Not all “emergencies” are excused and excused absences will be determined by the director. (Ex. Illness, death in the family is excused. While “behind on homework” and “needs to babysit” are important, they are not excused. Please make necessary

arrangements.) Tutoring can happen during the school day- please take advantage of before & during school tutoring sessions.

- If an emergency makes you late or absent, notify the Stage Manager by email or phone as soon as possible.

### **3. Warm-Ups**

- Musical Rehearsals: There will be a dance/vocal warm-up at 4:20pm. You are required to be here and FULLY participate in the warm-up.

- Play Rehearsals: There will be a physical/vocal warm-up at 4:20pm. You are required to be here and FULLY participate in the warm-up.

### **4. Be Prepared and On Time**

- Rehearsals and crew calls begin exactly at the time indicated on the callboard. A 4:20pm rehearsal call means that when places are called at exactly 4:20pm, you are in the rehearsal area with a sharpened pencil in your hand and your script opened to the scene called.

- Be in appropriate rehearsal attire (i.e. dance clothes when necessary, rehearsal skirts and/or shoes, etc.)

- Lines are to be memorized by the due dates.

- If you are late, you are not there. If you are not there, you are absent.

- (3) tardies = (1) unexcused absence. Any absence over (3) may result in expulsion from the cast and/or crew

### **5. Paying Customers Only**

- Only people called on the daily callboard or invited by the directors will be allowed to attend rehearsals. Exceptions can be made by the director, but must be requested with AT LEAST 24 hours-notice. (The fewer observers, the better the concentration, and therefore the greater the achievement.)

### **6. Academic Responsibilities**

- You are required to maintain good grades while working on the production. If grades persist at below-average levels, you may be removed from the show.

- Try to study before you come to rehearsal. Bring your studies with you so that when you are not rehearsing you may make full use of your time. Plan ahead for papers and major tests.

- Don't get behind in your school-work.

### **7. You and the Directors**

- Remember that the directors are on your side. Your success are the director's obligation. If you have problems or questions that cannot be resolved by the crew leads or the Stage Manager, ask the director at an appropriate time.

- To help the directors function as effectively as possible, never approach or speak to the director when he or she is working with, listening to, or watching a scene in progress.
- Avoid walking between the director and the playing area.

## **8. You and other Students**

- Every member of the company is equally important to the success of the production. There are no “stars” or “prima donnas” or “Drama Queens.” Cooperation is essential.
- The stage managers and crew heads are the director’s assistants. They are directly responsible to the directors. As long as the crew heads perform their assignments responsibly, there is no reason to argue with them. If problems cannot be resolved, both parties should see the directors immediately.
- There can be only two directors for the show; those are Mrs. Sanders and Mr. Wortel. Avoid offering unsolicited suggestions, chastising, arguing with, or prompting another actor. This is a collaborative effort, but there is a time and a place to make suggestions not pertaining to your role.
- Keep all interactions positive. Never offer your cast mates an unsolicited critique about their scene or acting.
- Conversation backstage, either in rehearsal or performance, should be restricted to matters concerning the production. (Use hand signals if possible, or else a low whisper.)
- Give your best at each rehearsal or performance and expect the best from those around you. Do not wait until the performance to start performing. There is no way to offer correct direction if you are not performing at 100% every rehearsal. Work up to your full capacity, rather than "marking" or "walking through" a rehearsal, so that everyone knows what to expect.
- Excessive inappropriate behavior may lead to your removal from the show.

## **9. You and the Theater**

- Pick up a prop only in the execution of your role. A prop out of place can ruin a performance.
- Always return your props to the prop table as soon as you leave the acting area. Don't set anything except a prop on a prop table
- Don't sit on prop furniture backstage.
- Never touch a piece of lighting, sound, or stage equipment except in the performance of your duty.
- Stay away from the light and sound board area, unless you are the Crew Member performing your duties.
- Always treat your costumes with the utmost respect. Hang them up when you are finished. Notify the wardrobe crew head if your costume needs repair or cleaning.

## **10. Traditional Theater Practices**

- Never bring food, drinks, or gum into the theater.
- Never create any offstage distractions or play tricks or jokes backstage or onstage.
- Never write on a piece of scenery, stage equipment, or the walls of the theater.
- Never miss an entrance.
- Never speak to or approach an actor who is waiting for an entrance.
- Never question the authority of the stage manager.
- Never leave the rehearsal space, crew area, or theater until you have been released by the individual in charge.
- Never be seen by an audience member except in the execution of the show.
- Do not peek at the audience while on or off stage. If you can see the audience, they can see you.
- Never enter the stage from the house and never enter the house from the stage before, during, or after a performance while audience members are in the theater unless performing a function of your role.
- Never leave the theater in any part of your costume or makeup.

## **11. Violations**

- Failure to adhere to the guidelines listed above may result in your removal from the show.
- If you are removed from a show for discipline reasons you will be ineligible to audition for the next production. (If it is the last production of the school year, you would be ineligible for the fall show the next school year.)
- Final determinations will be on a case-by-case basis and will be decided by the directors.

# **Conflicts**

## **Between the Lobo Theatre Activities and Other LHS 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 LHS activities for conflicts as soon as dates are available.

The student must notify all affected parties more than 48 hours before rehearsal/performance (Theatre directors, parents, coaches, employers, sponsors, etc.) 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.).

Conflicts **MUST** be listed on the conflict section of your audition packet (with the exception of emergencies/sudden illnesses.) in order for the absence to be excused.

## **Performance Expectations**

All cast and crew members will assist in the cleaning of the theatre space at the conclusion of the run. Students who leave the theatre space before cleaning may not be permitted to audition for the next production.

- Once final decisions are made, do not deviate in any way from the director's production plan.
- Perform the play as it was rehearsed.
- The privileges and responsibilities of the production company require that you behave in a mature and responsible way.
- This is educational theatre. If you have questions, ask the director. Please feel free to email if it's not appropriate to reach him/her in rehearsal. That is the best way to learn.
- Cast and Crew are required to report on time for dress rehearsals and performances for make-up calls and warm ups and in costume at the time posted.
- Students are **NEVER** to leave the backstage areas of the theater or the campus in makeup and/or costume during the run of the show.
- 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.

## **Field Trips**

**In addition to those policies set forth by HCISD and LHS, theatre members will adhere to the following policies:**

- Everyone travels with the group and returns with the group.
- Students will not be released to anyone unless a permission note, signed by the parent, has been turned in.
- Students may not ride with other students or other students' parents unless they bring written permission in advance from their parent/guardian.
- The LHS Theatre Department assumes no responsibility for personal items lost or damaged on theatre trips.
- Follow the instructions of the theatre directors, 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 directors 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 LHS 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 Lehman High School Theatre Program and all auxiliary theatre activities.
- Students are expected to conduct themselves in a manner that reflects positively on Lehman High School and HCISD. Students must follow all Theatre and HCISD 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 Theatre Directors.

### **Attendance Policy for Trips**

All theatre trips are optional unless otherwise specified. Only LHS Theatre members and their parent chaperones are allowed to participate in LHS Theatre trips. The following additional criteria may apply to theatre students attending any theatre trip:

- No unexcused theatre performance absences during the school year.
- No more than 3 unexcused theatre rehearsal absences during the school year.
- 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.

## **Letter Jackets**

Students in LHS Theatre can earn a letter in the following ways:

- If a student is enrolled and earns credit in a theatre course all four years of high school, they will earn their letter at the beginning of their senior year and...
- A student participates in at least three productions (main stage and/or UIL - not in-class plays) and...
- A student is a member of the LHS Thespian Society and earns a total of 20 points.

OR . . .

- A student participates in 10 productions (in or outside of class) and has a total of 20 thespian points.

OR . . .

- If a student is a member of the UIL One-Act Play cast or crew that advances.

## **Thespian Troupe #7488**

Lehman High School is home to the International Thespian Troupe #7488. Students will be inducted into this honorary theatre organization based on the points they accumulate throughout the school year at LHS. Inductions will take place at the end of every school year.

## **LHS Theatre Booster Club**

LHS Theatre Booster is a parent based group that provides support for the theatre department through volunteer efforts and fundraising. All theatre parents are able to join the Parent Booster if they have a child in the Lobo Theatre Program at Lehman High School. All parents are invited to attend the Booster Meetings that are posted on [www.lobotheatre.com](http://www.lobotheatre.com) or join the #groupme chat.

## **Parent Volunteers**

Anyone interested in volunteering with LHS Theatre in a capacity where they will be around students will be required to complete the online application and criminal record check (per HCISD policy). This must be updated annually. To apply, go to the district website at [www.hayscisd.net](http://www.hayscisd.net) and click on the “Community” heading, then click on “Become a Volunteer” and finally click on “registration” link. Once the volunteer has been cleared the volunteer coordinators for LHS you will be notified as well as the LHS Theatre Directors.

## **Forms**

All Theatre students and parents must sign the Handbook acknowledgement form verifying that these policies are understood. This form is located on the last page of this Handbook, as well as on the LHS Theatre website. It is to be printed, signed and then returned to the directors.

All Theatre students and parents must 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 will be asked to sign a photo release form allowing us to place photos of students in classes on the web site.

## Signature Page

I have read the Lehman High School Theatre Department Handbook for Students and Parents. I understand and agree to all of the terms and conditions outlined in this document.

I, the undersigned parent or guardian, do\_\_\_, OR do NOT \_\_\_ hereby grant permission for my child to be photographed and/or videotaped for the purposes of communicating information regarding Hays CISD and its programs to the public. I understand that these products may be used on our LHS Theatre website and by local news media, but will not be used for any commercial purposes.

Student Name (print): \_\_\_\_\_

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

Student E-Mail: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_

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

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

Parent E-Mail: \_\_\_\_\_

Parent Cell Phone: \_\_\_\_\_