

Florence Stiles Middle School

Theatre Arts Handbook 2017-18



Welcome to FSMS Theatre!

Theatre Arts at Florence Stiles Middle School is an amazing experience and opportunity for all 6th, 7th and 8th graders. We compete in One-Act Play Competition, hope to produce a Spring Production, understand the change in theatre and the entertainment industry over time, and learn about other aspects of the entertainment industry.

Take a moment to look through this handbook. This document is full of information about what the coming year will look like for all areas of the Theatre Arts Department (6th Grade Theatre, Theatre One, and after school Theatre activities).

Let's Get Ready for a GREAT Year!

Table of Contents

<u>Purpose</u>	3
<u>Vision</u>	3
<u>LISD Theatre Arts Mission</u>	3
<u>Goals and Objectives</u>	3
<u>Communication</u>	3
<u>Fundraising</u>	4
<u>Fees</u>	4
<u>LISD Financial Policy</u>	4
<u>Course Offerings</u>	4
<u>Class Supplies</u>	5
<u>Attendance</u>	5
<u>Student Conduct</u>	7
<u>Digital Citizenship</u>	7
<u>Due Process</u>	8
<u>Grading Guidelines</u>	8
<u>Eligibility</u>	8
<u>Rehearsal and Classroom Procedures</u>	9
<u>Performances/Presentations/Events</u>	9
<u>Travel</u>	10
<u>School Owned Properties</u>	13
<u>Parent Support</u>	14
<u>Program Awards/Recognition</u>	14
<u>Student Behavior Contract</u>	15
<u>Parent Signature Page</u>	15

LISD Purpose

The purpose of LISD is to educate each student to be successful in an ever-changing world.

LISD Vision

Every student is encouraged, supported, and challenged to achieve the highest levels of knowledge, skills, and character.

LISD Theatre Arts Mission

Students in LISD Theater Arts will:

- Acquire knowledge of and participate in the art of theatre;
- Develop a sense of self and personal artistic vision;
- Understand theatre's role in culture and society throughout history;
- Appreciate the art of theatre and its collaborative nature with all art forms.

Graduate Profile

http://www.leanderisd.org/docs/1-GradProf_FArts.pdf

Goals and Objectives

Students in FSMS Theatre Arts will:

- Work respectfully and collaboratively
- Participate in the arts
- Develop appreciation for the arts
- Develop concepts about self, human relationships, and the environment using drama
- Interpret characters and create dramatizations using voice and body expressively
- Apply design, directing and production concepts and skills
- Relate theatre and the entertainment industry to history, society and culture
- Respond to and evaluate theatre and performance
- Learn and understand the processes used in theatre, movie production and the entertainment industry

Communication

Communication between parents, students and the theatre director is important to the success of the program and to help each student reach his/her potential. We encourage parents to be actively involved in the FSMS Theatre Program.

➤ **Website:**

The FSMS website will be updated with announcements, forms, the calendar, the handbook, pictures, and other information regarding FSMS theatre. Please visit the site regularly to answer questions you may have throughout the year.

➤ **E-mail:** Feel free to contact the FSMS Theatre Director by email using the following address:

Dakota Finney

dakota.finney@leanderisd.org



Phone: Please feel free to contact the director at any time by phone. If the director is unavailable at the time of your call, please leave a message on voice mail and your call will be returned as quickly as possible. The phone number is as follows:

512-570-3800 ext. 43859, Fax: 512-570-3805

Fundraising

- We will have up to three major fundraising events for the Theatre Arts Department in order to fund the program.
- In the fall and spring, we may have an optional fundraiser where students will be asked to sell products to raise needed funds.

Fees

There is no fee to be in the Theatre Arts class or in the sixth grade wheel class. There is also no cost to participate in the Drama Club.

All students cast in the UIL performance will be required to pay up to \$75. Crew members will be required to pay up to \$50. Other fees may be needed for UIL or class projects; however, advance notice will be given.

There may be field trip opportunities throughout the year that are not mandatory. These field trips may cost an extra fee in order to participate.

LISD Statement of Financial Policy

No student will be denied participation in the FSMS Theatre program due to financial hardship. Please speak to the director so that arrangements can be made for those in need of consideration.

Course Offerings

6th Grade Theatre (Semester)

Students will learn a variety of acting techniques and collaboration techniques that will strengthen their understanding of others and the Ten Ethical Principles of LISD. They will touch upon improvisation, pantomime, technical theatre, theatre history, audience etiquette, play analysis, costume/make-up design, voice/diction, acting, oral interpretation, teamwork, and peer and self-evaluation.

7th and 8th Grade Theatre (Semester)

Students will review and hone the skills acquired in 6th grade including improvisation, pantomime, technical theatre, theatre history, audience etiquette, play analysis, costume/make-up design, voice/diction, acting, oral interpretation, teamwork, evaluation, and continue to build on each topic. Students will receive greater emphasis on theatre history, develop greater self-confidence, and be involved in more group and individual projects.

7th and 8th Grade Advanced Theatre

Students will be trained in the fundamental skills of the theatre arts, including improvisation techniques, body control, voice, diction, pantomime, learning of lines, creation of character, projection of ideas and emotions and preparation and acting of scenes from plays. Acting projects will provide positive group experiences in collaborative assignments, developing self-discipline, evaluating the performances of others, and accepting constructive criticism. Instruction develops language skills and appreciation through reading dramatic literature; using written critiques; writing dramatic scenes, character analyses, play reports, and introductions; observing with sensitivity; listening critically; and speaking effectively.

Class Supplies

Sixth Grade Theatre:

- One Subject Spiral Notebook
- Black or blue pen
- Pencil
- 2 inch 3 ring binder
- 2 boxes of Kleenex
- Crayons or colored pencils
- Scissors

Theatre Two:

- One Subject Spiral Notebook
- Black or blue pen
- Pencil
- 2 inch 3 ring binder
- Hand sanitizer
- Scissors
- Crayons or colored pencils
- Baby wipes

Advanced Theatre

- One Subject Spiral Notebook
- Black or blue pen
- Pencil
- 2 inch 3 ring binder
- Crayons or colored pencils
- Scissors
- 2 rolls or a box of paper towels.

Classroom supplies that are always needed:

Kleenex, Ziploc bags, paper towels, baby wipes, markers, highlighters, computer paper, glue (stick or bottle), tape, soap, and any items you think we could use!

Attendance

Absences (Excused)

Classroom - Students who are excused during the school day must follow the FSMS attendance procedures with the attendance office on campus. Students will be responsible for completing make-up work as necessary and will turn in all work due that day before leaving for the day. **The teacher will not**

seek out the student to make sure they know what they are missing from other teachers! The student must be in contact with their teachers before being absent for a theatre function.

OAP and the Spring Show - Students MUST let the director know of an impending absence at least one week in advance of the absence. The student should be prepared to explain to the director why an absence is necessary. In some cases, the director may need to speak to the parent. Doctor and dentist appointments should be scheduled outside of rehearsal time. The student is responsible for making up all work for the production.

Absences (Unexcused)

Classroom – Students MUST check in with the attendance office before coming back to the classroom and must follow any other FSMS attendance procedures necessary in this situation. Students will be responsible for finding out what make-up work is necessary. **Students are empowered to ask the teacher or classmates for guidance to make sure that they are caught up with the work done in class. The student must ask the teacher for the work they missed, as they are responsible for their learning.**

OAP – If a student neglects to tell the director that they will not be able to come to a rehearsal, that absence will be unexcused. A total of two unexcused absences may result in removal from the play. **Students MUST ALWAYS tell the director one week in advance when they are going to miss a rehearsal!** The director's phone number and e-mail address are listed in this handbook and are available on the FSMS website. If a student has an emergency arise, the director must receive a phone call or an e-mail from the parent.

Organizational Conflicts

The director will do all he/she can to ensure that conflicts do not occur with major performances. **Much of this ability centers on the students' ability to inform the director of such conflicts far in advance.** If a conflict should occur (such as a band concert, choir concert, athletic event, etc.), the student must decide which event to attend. Classroom performances are mandatory due to their effect on the student's grade. For other performances, students are encouraged to choose the play because of the problem a missing character causes for all others in the play. In many cases, a missing character means that the play cannot go on.

ISS and the LEO Center

Students who are removed from class for ISS will be given work connected to the theatre arts curriculum to work on while in ISS. If a field trip is scheduled the week a student is placed in ISS the student will not be allowed to attend and money may not be refunded.

Once a student is removed from FSMS and transferred to the LEO center, they may not participate in any FSMS activities. This includes but is not limited to, plays, performances, projects, field trips, fund raisers, and the school dance that we host. Students in the LEO center will not be able to join the FSMS Drama Club. If the person is already a FSMS Drama Club member, their membership will be revoked.

OAP – Students who are in ISS or at the LEO center may not attend rehearsals while they are in ISS or at the LEO center. Students who are sent to the LEO center will be removed from the play. Once their time in ISS is completed, students who are sent to ISS will have a meeting with the director to discuss their continuation in the play.

Student Conduct

Classroom Expectations

- Be a good audience member. Remain quiet and attentive while others are speaking or performing (this includes the teacher, other students and guests)
- Follow directions the first time given.
- Bring all materials needed each day.
- Display courtesy and respect for yourself and others at all times.
- Remain on task from bell to bell.
- Encourage others and believe in yourself.

Consequences:

- 1st offence - verbal warning.
- 2nd offense - parents will be emailed, and participation grade will drop
- 3rd offense - write up or D-Hall, and participation grade will drop
- 4th offense - parent conference, and participation grade will drop.
- 5th offense – office referral, and participation grade will drop.

Digital Citizenship

Maintaining a higher standard of conduct will also include ensuring that dance team member websites are appropriate. 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. The areas of appropriateness 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 LISD teaching staff or theatre students, or that demonstrate poor sportsmanship or a disrespectful attitude towards 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 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 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 students. Parents/guardians will be contacted and made aware of the offensive behavior.

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 suspension, probation, or dismissal from theatre.

Due Process

All Leander ISD students are entitled to due process in accordance with LISD guidelines. Our goal as a staff is to ensure that all students are treated fairly. Please contact one of the directors if you have any concerns. We will work with you to resolve problems. We are here to provide a quality theatre education for all our students.

Grading Guidelines

Participation (30%) – Participation is a very important part of a Theatre Class. Participation Grades will be taken frequently and will be recorded in the grade book. Students are expected to do their best and remain on task. Participation includes in-class assignments, warm-ups, acting exercises, closing reflection, etc. Following the classroom rules will be also be a part of their participation grade.

Performances/Tests (40%) – Testing in a theatre class may include both written and performance tests. A performance test may be conducted in either an individual or a group performance.

General Assignments (30%) – Throughout the school year, students will be given written work or project assignments, or will need to perform. Students will be given enough time in class to finish these assignments; however, they may need to bring them home if extra time is desired. Students are given a rubric to follow which will help them see what grade they will be earning based on their work.

Make-up and Retake

Students will be able to re-do missed work if presented within one week of its original due date. Alternative assignments may be given. Due to scheduling, performances may need to be completed before school or at another pre-arranged time. Any project or work submitted without a permissible excuse will be subject to a deduction of ten points.

No Violence Clause

Youth of today need to think outside the violence box. Everything they see on TV and in movies revolves around violence. They need to remember and/or learn how to be creative and use their imagination. A skit, scene or movie that has violence in it will not be graded and the students will need to re-do the project.

Eligibility

All LISD Theatre programs adhere to the eligibility rules and regulations as stated by TEA and LISD. Many theatre performances are extra-curricular and students in those performances must follow the eligibility rules laid out by TEA, UIL, and Leander ISD. Students participating in these activities are governed by eligibility requirements. A student shall be suspended from participation in all extra-curricular activities sponsored or sanctioned by the school district during the six-week period following a grade reporting period in which the student received a grade lower than seventy 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 failing, 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/UIIL 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.

Rehearsal/ Classroom Procedures

Rehearsal Procedures

- All students will arrive on time.
- Food and drinks are not allowed on the stage. Water may be brought to rehearsals.
- Restroom needs should be taken care of before or after rehearsal. Students will only be able to use the restroom during rehearsal on an emergency basis.
- Students will participate fully in rehearsal.
- Tech crew will get assignments from the director and will work on assigned tasks.
- Students are responsible for cleaning up after themselves at the end of rehearsal.
- All students must be picked up PROMPTLY from rehearsal. The LISD Student/Parent Handbook states, "Students who are not picked up on time from extracurricular activities may be prohibited from attending future extra-curricular activities."

Performances/Presentations/Events

Throughout the school year, some Theatre Arts classroom students will be expected to perform plays. What is Theatre without an audience? Students participating in a performance-based activity will be REQUIRED to take part and attend these performances.

One Act Play

Students will have the opportunity to work in all aspects of the production of a 40-minute play. During the production of the play they will be able:

- To satisfy the competitive, artistic spirit with friendly rivalry among schools, emphasizing high quality performance in this creative art;
- To foster appreciation of good acting, good directing and good drama;
- To promote interest in that art form most readily usable in leisure time during adult life;
- To learn to lose or win graciously, accepting in good sportsmanship the judge's decision and criticism with a view to improve future productions; and
- To increase the number of schools that has adopted theatre arts as an academic subject in school curricula.

Any student wanting to be part of the OAP must be enrolled in FSMS (see Course Offerings for Audition requirements). Scenes will be rehearsed during out of school practices. Performances for this show will be required. A calendar with performances dates will be sent home at the beginning of the school year.

Please note: Due to UIL rules, the cast of OAP can be no larger than 15. UIL rules mandate that there can be 4 alternates and 5 technical crewmembers. Students participating in OAP will be required to pay a fee (\$75 for performers and \$50 for technicians) in order to cover production and competition costs. All

students in the OAP must attend all technical rehearsals and performances, or they may not be able to participate.

UIL Compliance

Schools will produce a play in accordance to the rules and regulations in the current *One-Act Play Handbook* and Section 1033 and Section 1034, with the following exceptions:

- All deadlines and schedules are to be determined by the district executive committee.
- Enrollment and title Entry Cards are not required for junior high schools and will not be available from the League office.

The LISD Middle School One-Act Play Competition follows all the rules and guidelines laid out by UIL, including those pertaining to eligibility (for eligibility guidelines, look under Performances).

For more information on UIL guidelines and regulations go to the UIL website - www.uil.utexas.edu.

Spring Production

A spring production may occur during the second semester. After school show auditions are open to the entire school, whereas the Drama Club performances are created and produced solely by Drama Club members during Drama Club meetings, meeting certain criteria. Classroom performances are cast from students in each of the school-day classes.

All Participants of the Spring Production will be required to attend all performances.

Casting guidelines

The following list contains the guidelines the director follows when choosing a cast for a show.

- Projection
- Work ethic and attitude
- Ability to take direction
- Movement
- Creativity
- Characterization/Believability
- Presence (not holding the script in front of the face, confidence, and poise.)
- Classroom behavior
- Eligibility
- Availability compatible with rehearsal schedule

Travel

Trips will only be made to attend an event that primarily involves competition, performance, team building or directly pertaining to theatre education. The purpose of the trip will reinforce the Theatre experience; Trips will not take the students out of class more than two consecutive days. Students are responsible for all make-up work from instructional time missed.

Travel Conduct

Students will be required to comply with district rules and regulations regarding discipline and conduct while on a trip. Students are expected to model LISD Ten Ethical Principles at all times while at school-

sponsored events. School rules and the authority of the district to administer discipline apply whenever the interest of the school is involved on or off school grounds in conjunction with school-sponsored activities.

Bus Conduct

The LISD Transportation Department is committed to ensuring the safety and well being of each student. In the interest of safety, students are expected to behave on the school buses just as they do at school. All school rules of conduct apply to students while they are being provided transportation. Riding in a district transportation vehicle is a PRIVILEGE offered to eligible students who reside within the district. Procedures and safety rules, combined with campus standards of conduct, help ensure the safety and protection of each student. Failure to meet these standards or follow these safety rules and procedures may result in student conflicts or injuries and also cause delays or distractions to the driver. Those students who consistently fail to abide by these rules, procedures, and standards may lose their riding privilege to ride any LISD bus for a period of time determined by FSMS.

Drivers of school passenger transportation vehicles are responsible for the safe operation of their vehicles. They have the authority to enforce the rules and procedures and also give directions to students concerning standards of conduct.

For safety reasons, animals or other living things, glass containers, skateboards, and any other object that, due to its size, would obstruct an aisle or emergency exit, prevent correct student seating, or obstruct the driver's views are not allowed on the bus. Telecommunication devices may not be used, activated or displayed. Refer to Student Code of Conduct for other prohibited items.

Overview

- Abide by all procedures and rules including those set forth by LISD Student Code of Conduct
- Respect district policy.
- Avoid physically or emotionally harming themselves or others
- Refrain from any behavior that distracts the driver.

****Students will be held accountable for their own behavior****

LISD Bus Safety Rules

- Stay Seated.
- Keep your whole body inside the bus.
- Do not throw anything from the bus.
- No pushing, shoving, fighting, shouting, or inappropriate language.
- No eating, drinking, smoking, spitting, destruction of property, or possession of harmful objects.
- Do not bother other students or their belongings.

While Riding

- Remain completely seated, facing forward, with all body parts inside the bus, backpack in lap, and arms, feet, and torso out of aisle. Standing or moving from seat to seat is not allowed.
- Respect the rights of other students. Do not violate their space, nor physically or emotionally harm them.
- Do not participate in any event, which caused the driver to be distracted from driving.

- Never allow baggage to block an exit window, door, or any part of the aisle. In an emergency, not time is available to clear the path to safety.

While Unloading

- As the vehicle approaches your stop, gather your belongings but remain seated until the vehicle has come to a complete stop.
- Move to the door quickly so other traffic will not be delayed. Use the handrail while descending the stairs.
- Step down to the ground carefully and walk directly away from the vehicle at least two steps before turning left or right. Never walk alongside the vehicle or anywhere within three feet of the rear tires.
- If you must cross the street, move at least fifteen feet in front of the vehicle and wait for the driver's signal to cautiously move into the roadway, stopping directly in front of the driver's side of the bus. You will check left right left of you and wait for the driver's second signal to cross the remainder of the roadway.

Student Eligibility

Students participating in the trip must follow all eligibility requirements under TEA, UIL, and LISD eligibility rules (see Eligibility, above). For the most current updates on eligibility requirements, please consult the UIL website <http://www.uiltexas.org/policy/eligibility>

Departure and Return Policy

- Students will be informed of the departure and return time at least one month prior to the event
- Students will be called down to the school bus ten minutes prior to departure.
- Students who do not arrive at the bus by the time of departure will be left at school and must attend their regular class schedule.
- When students return to school, they are required to go back to their regular class schedule until the end of the day.
- If the return time is as the end of the day, students will go home in the normal method.
- Departure and return times that are prior to school or after school hours will require parent arrangement for drop-off and prompt pick-up of students.

Written Communication

- Parents will receive a copy of the Leander ISD Parent Permission and Information for Student Travel form at least one month before the trip is to take place.
- This form must be received in the office at least ten days prior to the date of travel.

Chaperones

- The Theatre Department will have a minimum of one chaperone per 10-12 student participants.
- Parents interested in chaperoning a field trip must complete a criminal history check via the Leander ISD Volunteer Program and must have this on file with the district (all FSMS volunteers and chaperones must follow this procedure).
- Leander ISD does not pay chaperone expenses.
- Chaperones are expected to model the Leander ISD Ten Ethical Principles at all times during school-sponsored trips, ensuring that the safety and well being of all students is the top priority.

School Owned Properties

No students will be allowed to take school owned equipment home. These items will remain on the FSMS campus.

Costumes

Guidelines for wearing any costume piece (owned or rented by FSMS):

- Must remain in the classroom when not in use.
- No eating of any kind in costume.
- No drinking any drink except water in costume.
- No leaving the stage or classroom area in costume (especially no going outside in costume!)
- When used in an off-campus production, the actor is responsible for keeping all pieces hanging together in a garment bag when not in use. Returning all pieces to Mr. Dailey or Costume Director within three days after the completion of the show.

Properties

Guidelines for property use:

- Each prop will have a designated space in the prop area. All props must be in their space when not in use.
- No person is to touch any prop other than the one they use in the show.
- Props are not toys and should NEVER be played with. A prop should only be used as directed in the play.
- Any non-accidental damage will incur a replacement fee.
- When used in an off-campus production, the stage Manager is responsible for keeping all props in the prop bucket when not in use. It is the Actor's responsibility to return props to the Stage Manager when they are finished.

Lighting and Sound Equipment

Guidelines for lighting and sound equipment usage:

- No student will touch any lighting or sound equipment without first being trained by Mr. Dailey on how to use that particular piece of equipment.
- Equipment is stored in the stage closet when not in use.
- Equipment is used only for the purpose for which it was intended.
- Absolutely no horseplay of any kind is allowed near the equipment (including throwing athletic balls, running, wrestling, etc.).
- Any non-accidental damage will incur a replacement fee.

When using Light and Sound equipment in another facility, the above guidelines are strictly enforced, as well as any other guidelines instructed by the facility being used.

Video Camera, Projector and Video Equipment

Guidelines for Video Camera and Equipment:

- All Video Equipment must remain on the FSMS Campus
- No person is to touch the video equipment until trained on proper usage.
- All equipment will be checked in and out by the teacher
- Equipment is used only for the purpose for which it was intended.

- Any loss or non-accidental damage will incur a replacement fee.

Student Responsibilities

- **Costume/Property** – Any lost or damaged costumes or props will result in a replacement fee that matches the item lost or damaged. Parents of a student who loses or damages a costume or prop item will be immediately notified via telephone and arrangements will be made at that time for prompt payment.
- **Lighting or Sound Equipment** – Any lost or damaged equipment will result in a maintenance or replacement fee. The fee will match the piece of equipment that is lost or damaged. Parents will be contacted immediately so that arrangements can be made.
- **Script replacement fee** – Lost scripts will be \$5 - \$10 to replace.
- **Video Equipment and Cameras** – Any lost or damage video equipment will result in a replacement fee that matches the item lost or damaged.
- **LISD and FSMS have the right to enforce replacement of damaged or missing theatre properties.**

Program Responsibilities

- **Daily maintenance / wear and tear** – Any accidental damage done to any costume/prop/equipment will be take care of by the Theatre Department. Daily wear and tear will be maintained by the Theatre Department.

Parent Support

“One man’s trash is another man’s treasure!”

We are constantly on the lookout for donated supplies that will help us maintain a high-quality theatre department. The following supplies are in high demand: sewing notions, large pieces of fabric, hats, adult-sized Halloween costumes, prom dresses, shoes, magazines, newspapers, clothes from other time periods, furniture, paint, props, construction materials and supplies, etc. Please give us a call before you throw anything away that you think we might be able to use!

When I can get discounted tickets to shows, I will make them available to the students.

Program Awards/Recognition

OAP Awards

The following student awards are presented at the OAP Competition:

- 1st place, 2nd place, or 3rd place overall
- Best Actor or Best Actress
- All-Star Cast
- Honorable Mention All-Star Cast
- Technician Award
- Best Costumes
- Best Set Design
- Best Ensemble Cast

Student Behavior Contract

Participating in Theatre should be a rewarding and enjoyable experience. In order for my class to have its greatest effect, I need your support. Please discuss and review the expectations and information in this packet with your child.

Once you have reviewed and discussed the information with your child, please sign and date the bottom of this form and return to me.

Dakota Finney
dakota.finney@leanderisd.org
512-570-3800 ext. 43859

I have read and understand all classroom rules and procedures. I will abide by these rules and understand that if I do not, the consequences stated in this packet will be applied to me (including financial compensation for non-accidental damage to school owned equipment).

Student Name Printed	Signature	Class Period
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I have read and understand the 2017-2018 Florence Stiles Middle School Theatre Arts Handbook and have reviewed it with my student.

Parent Name Printed	Signature	Date
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Parent Phone	Parent Email
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