HCS Drama Club Policy Handbook

Welcome to the Drama Club! In this handbook, you will learn our club's policies and procedures. We encourage you to read this handbook thoroughly so that you will have a good understanding of the responsibilities and expectations of you as a member.

Mission Statement

The purpose of the HCS Drama Club is to give our students opportunities to perform in a theatre setting while developing their communication skills, confidence, and God-given talents. While refining their abilities, we will encourage meaningful, Christ-centered relationships so our students can together be lights to the world, ready to effectively communicate the truth of Christ and His salvation.

Each of you should use whatever gift you have received to serve others as faithful stewards of God's grace in its various forms. 1 Peter 4:10

Statement of Faith

1) We believe in the one God, eternally existing in three persons: Father, Son, and Holy Spirit (Matthew 3:16-17, Matthew 28:19, John 10:30, 2 Corinthians 13:14).

2) We believe in the Scriptures as the final and supreme authority in faith and life (2 Timothy 3:16, Hebrews 1:1-2, 2 Peter 1:20-21, Revelation 22:18-19).

3) We believe that man is sinful and therefore separated from God, who is holy and perfect (Isaiah 53:5-9, Romans 3:23, 1 Peter 1:15-16).

4) We believe that Jesus Christ, by offering himself on the cross, paid the penalty of man's sin; and that we now may enter into the family of God on the basis of His shed blood. Christ's death is a substitutionary and propitiatory one-time sacrifice to God for our sins. Jesus Christ is the only mediator between God and man (Isaiah 53:5-6, Romans 5:9-11, Romans 8:34, 1 Timothy 2:5, Hebrews 6:20-7:25, 1 Peter 2:24, 1 John 1:9, 1 John 2:1-2).

5) We believe that all who receive by faith the Lord Jesus Christ are born of the Holy Spirit and thereby become children of God (John 1:12, Acts 10:43, Acts 16:31, Romans 10:9, Eph. 2:8-9).

6) We believe that our Lord and Savior Jesus Christ was bodily resurrected, and that man will also be bodily resurrected at His triumphant return. We do not believe that man, as a creature fashioned by God's handiwork, will ever become divine or semi-divine. (Job 38-41, Isaiah 40:13-31, Jeremiah 18:3- 6, Romans 9:21, 1Cor 15:12-22, 1 Thessalonians 4:15-16).

7) We believe that children are given by God as a stewardship to their parents, not to the state, and that as parents we are given the authority and responsibility to determine the best form of education for our children (Deuteronomy 6:6-7, Psalm 127:3-5, Proverbs 22:6, Ephesians 6:4).

8) We believe that every person, as an image bearer of God, must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed towards any individual or group are to be avoided completely and are not in accord with Scripture or the principles of Heritage Christian School (Genesis 1:27, Mark 12:28-31, Luke 6:31).

9) We believe that marriage, by divine design from the beginning of creation, is only between one biological man and one biological woman. We believe that all other types of unions (i.e. polygamy, polyamory, gay marriage, etc.), as well as any and all sexual activity outside of marriage, are immoral and therefore sinful, as being against God's good design and purposes for His creation (Exodus 20:14, Matthew 19:4-8, Romans 1:26-27, 1 Corinthians 6:9-10, 1 Corinthians 7:10-14, 1 Timothy 1:8-11, Hebrews 13:4).

10) We believe that God created the human race with two genders, male and female, and that any form of self-conception or conduct which intends to adopt a gender other than one's biological birthgender is immoral and therefore sinful, as being contrary to God's revealed will and good design for His creation (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11).

Drama Club Eligibility

The HCS Drama Club is generally open to current HCS students in 1st-12th grades, however shows may be restricted to a narrower range of grades and may vary year to year. Students who are under the age of 10 will be required to have a parent attend all rehearsals with them. Students over the age of 10 are allowed to be dropped off for rehearsals unless special circumstances or behavioral issues require a parent in attendance.

Leadership Structure

HCS Drama Parent Committee:

The Parent Committee exists to lead and serve the HCS Drama Club. The committee oversees all aspects of the productions, from initial concept to final performance. The parent committee roles and responsibilities include coordinating parent team volunteers, supervising parent teams, approving the annual budget, organizing the performance schedule, selecting performance venues, and adapting the Handbook as needed. The Parent Committee also has “full responsibility for the management of the club within the scope of school policies" (“HCS Club Policies and Procedures” 2) as well as keep our assigned HCS board member and HCS Club Manager informed about the HCS Drama Club Department.

The Parent Committee is committed to praying consistently for the Drama Club and its families. The Committee consists of a minimum of 5 and a maximum of 7 HCS parents. The minimum assigned roles include president, treasurer, and secretary.

HCS Board of Directors:

Each year the HCS School Board selects a board member to represent the HCS Drama Club at School Board meetings should the need arise.

Conflict Resolution

In accordance with HCS school policy, drama club asks everyone to apply the following principles found in Matthew chapter 18 to resolve conflict among members.

- Go to the person directly to address and work through it.
- If you feel it was not resolved, the committee should be notified to help work it out.
- If still not resolved, the club manager will be brought in to help find a resolution.
- If there is still no resolution, the board liaison for the club would then be involved.

Production Policies

Show Selection:

The selection of the show or showcases that the HCS Drama Club performs from year to year will be chosen by the parent committee and director.

Auditions:

Auditions may be required in order to participate as a cast member in productions. In such cases audition information will be posted on HSL prior to audition day(s). Students may be invited back for callbacks on an additional day.

Cast Selection Process:

The casting for all performances will be done by the director with the assistance of additional members of the creative team and/or committee members and/or other community members. Cast needs will vary show by show and therefore it cannot be guaranteed that everyone who auditions will be cast in a show. Rather, everyone who is eligible for a specific show will be able to participate whether as a cast member, a creative team mentee, or on one or more crews.

Crew Selection Process :

Students in 7th-12th grades may apply to be a part of the crew. The crew team members will be assigned based on experience, interest, availability, skills needed, and number of students needed for each team.

Rehearsals:

Rehearsal attendance is required for all cast members. Crew members will be asked to attend various rehearsals and participate in other meetings and/or builds to be scheduled as needed. All technical rehearsals and performances are mandatory for every cast and crew member.

Absences:

Pre-existing appointments and known absences must be stated in audition forms and crew applications. During rehearsals unexpected absences must be communicated ASAP by contacting the Committee Secretary through our Band App. Any cast member who misses more than 3 rehearsals risks having their role in the show reevaluated. If consistent absences are negatively impacting the cast members' performance he/she may be removed from that role.

At-Home Practice:

It is essential to the success of the show that each student practices DAILY. Each student will be required to practice at home the skills required for their role (memorizing lines, songs, dances, and any character specifics such as accents, emotion, physical expression, etc.). Leading roles will commit to spending at least 30 minutes per day practicing. Supporting roles and ensembles will commit to spending 15 minutes or more.

Costumes:

The main portion of most costumes will be provided. Some costumes may require common items (ex. black pants, basic dress shirts, etc.), which the student will need to provide. Students are required to provide shoes and appropriate underdressing.

Hair & Make-up:

Unless otherwise informed, each cast member will be responsible for doing their own hair as well as providing their own makeup for performances. The requirements for makeup and hair will be determined based on the show being performed.

Tech Week & Performances:

All Cast and Crew are required to attend each day of Tech Week and ALL performances. Cast members are expected to arrive on time to ALL tech rehearsals and performances with their underclothing on under street clothes, makeup and hair done and ready to rehearse.

Contract:

All cast and crew members and parents will be required to sign a contract agreeing to the Drama Club policies before the beginning of the production.

Communication

Band app is the primary communication method during the club's production season and should be checked daily. Families are required to join the Drama Club Band app in order to get the most in depth information. When a response is requested, please do so in a prompt manner.

Questions or concerns should be expressed directly to the person responsible or via email or Band.

Drama Club Committee emails:

President/General Information- dramaclub@hcssd.org

Vice President- dramavp@hcssd.org

Secretary- dramasecretary@hcssd.org

Treasurer- dramatreasurer@hcssd.org

Fundraising- dramafundraising@hcssd.org

Member At Large - dramamember@hcssd.org

When sending club-wide emails, the Drama Club will cc clubmanager@hcssd.org so that she will have knowledge of the activities of the club in case of inquiries.

General Information about Drama Club can be found on our club web page located on the school website: https://www.hcssd.org in the sports and clubs section or by directly going to: https://hcssd.org/drama/. More detailed information is available on the Drama Club page of the *Homeschool Life* site.

Parent Responsibilities

Each family is required to have at least one parent attend a monthly parent meeting every month of each production timeline. Each family is required to have at least one parent take on a parent job to be fulfilled over the course of a production timeline. Every Parent Team will have a Committee Member as an advisor and a Team Lead for each sub-group, who will be responsible for overseeing and communicating with their team. Our club is dependent upon our parents and parent participation is mandatory. We ask that each family has at least one parent that is willing and able to be involved in our club before signing up their student. Parents who fail to fulfill their Parent Team responsibilities will risk being fined an additional $200 on top of club fees and may forfeit the family's eligibility to participate the following year.

Parent Teams

The following outlines some of the roles and responsibilities needed for various shows. This is a flexible list as each show has its own requirements.

Creative Team:

Director - The Director is responsible for casting the play, directing the students in their acting, planning the rehearsal schedule, working with and communicating needs to the committee/producers. The Director will work with the other production team leads regarding making creative decisions on sets, props and costumes.

Music Director - The Music Director is responsible for teaching the music to the cast, working one on one with soloists and small groups as needed.

Choreographer - The Choreographer is responsible for teaching choreography to the cast, including creating choreography when needed.

**Members of the Creative Team are selected and approved by the Parent Committee. They need to have a record of volunteering with at least one previous HCS Drama Club production (an exception can be made by a unanimous vote of the parent committee). Any alumni or volunteers outside of currently enrolled HCS families who are approved by the Parent Committee to join the Creative Team need to fill out a volunteer application form and complete a background check as that is a requirement from the school for anyone outside of HCS to work directly with our students. In addition, the Creative Team works with and communicates with the Parent Committee to hold ALL club members accountable to the "HCS Code of Conduct," The "HCS Drama Club Handbook," and the "HCS Drama Club Commitment Agreement".

Fundraising/Box Office Team:

Fundraising - Coordinating the raising of additional funds needed to cover production expenses by strategically planning & implementing creative ways to raise income from outside sources. Researching fundraising events and, mainly, approaching businesses for donations for the Raffle Basket sales. If one is not willing to approach businesses, this is not the right team for them.

Box Office - During production week, the responsibilities include selling tickets at the door, checking patrons in, and selling Raffle Tickets. Selling raffle tickets and show tickets at the door includes keeping track of a cash box and coordinating with the Lead in handling money.

Program/Flyer Design/T Shirt - Responsible for designing, creating, and printing flyers, show programs and the ordering of club t-shirts. Coordinating with the Director and Committee on the vision for the design, gather photos to feature inside programs, including headshots and group shots. Will also collect bios for each cast member and "kudos" from the parents to include in the program. Will locate a print shop with pricing that fits the budget, place the order, and pick up all completed projects.

Parking/Security - Assists in traffic direction and parking before and after the show, directs guests to the entrance, and provides perimeter security. **This is a great team for dads or older brothers to participate in.

Hospitality Team:

Concessions Sales - Creating, setting up and decorating a show-themed area at which to sell concessions. Coordinating and overseeing a sign-up for cast families, who will donate individually wrapped snacks and baked goods to sell during intermission and after performances.

Cast Meals - Coordinating care of the cast and families throughout Tech Week and performances by providing meal options.

Wrap Up Party - Plan an end-of-the-season party for our cast, crew, and families. Including but not limited to a meal, slide show, goody bags, etc. Will be working with the drama committee to coordinate a schedule and include awards and speeches.

Rehearsal Snack Bar - Gathering and organizing the selling of snacks and water at weekly rehearsals for the cast and families.

Photography & Video - The various roles of the team might include taking headshots of each cast member for the program, taking any publicity photos/videos of rehearsals, Tech Week, set building, and Dress Rehearsals (on-stage and behind-the-scenes), then putting together a slideshow for the Wrap-Up Party. During Tech Week, the team may be involved with creating the Wall of Fame in the lobby by creatively displaying the headshots of each actor according to the show theme. The team will be involved in the filming and distribution of DVD's of the show, if applicable.

Stage Team:

Set Design/Construction/Transport **-** Works with the Director in designing and constructing non-rented sets for the show and assembling them on move-in Monday of Tech Week. Responsible for storing newly constructed sets and transporting them to and from the production venue. A safe, dry space to store these items is vital, and a vehicle that can transport them would be needed. (Trailer, truck, van, etc.) If all sets are rented and none need to be built from scratch, this team will help move rented pieces to and from CYT and assist in building and disassembling them during Tech Week.

Props - Gathering each item needed from the script Properties List and per the director's list, either from cast families or other sources. Responsible for labeling, storing, and transporting props to the show venue. During Tech Week and performances, managing a prop table where props are handed to actors for each scene, then returning props to the table following the scene. Following the last performance, the props team returns all props to their owners.

Backstage Management - Manages actors backstage, assisting them with cues, entrances, crowd control, and scene flow. Oversees opening and closing of stage curtains and helps control noise. Knows the flow of the show, follows it closely, and oversees the student Backstage Crew.

Sound Technician - Manages music, sound, and microphones throughout Tech-Week and performances. The main Sound Tech should have experience in this area and know how to run a soundboard, sync up mics, etc.

Costume Team:

Costumes - Coordinates with the Director on costume needs for the show, then assists in gathering costumes from various sources and constructing needed accessories. At least one person needs to be comfortable with sewing. The entire team must be available to begin fittings at rehearsals several weeks before the costume parade/dress rehearsals. The team coordinates and divides up loads of costumes to transport and store each week until Tech Week. The team is on hand during Tech Week and performances to help with costume repair/adjustments/cleaning and coordinates afterward to return rented costumes to the rental company.

Hair/Make-Up - This group coordinates with the director in deciding time-period specific hairstyles and make-up needed. Conduct research on these styles and find how-to videos to share with cast/parents to help them execute these looks. Members of this team are familiar with stage makeup and can instruct/assist actors and parents on how to apply it. They should also be comfortable with hairstyling. They will be on hand to assist with touch-ups during Tech Week and shows.

Cast Management Team:

Check-In - Set up the check in table with any club information/ flyers and name tags. Check in students and keep track of absences. Be available for any questions or concerns during rehearsal.

Rehearsal Assistants - Assistants will be available to assist during Wednesday rehearsals. They will help by maintaining order during practice times/costume fittings and tend to minor first aid needs. They will be responsible to know the rehearsal schedule and help students move from one activity to another. They will help keep the students focused and report any misconduct to their parent committee leader.

*Parents of cast members under the age of 10 will be responsible for their own students during rehearsal. They will work with the rehearsal assistants by being wherever their student is but will not serve in the role of rehearsal assistant unless they were assigned to the cast management team.

Green Room - Supervising all actors in the Green Rooms during Tech Week. They will be assisting them in maintaining order, and ensuring proper care of the rental space. At least one person is needed to follow the script closely to coordinate with Stage Runners at each show. They are responsible for keeping the green rooms clean by vacuuming, taking out the trash every evening and checking on bathrooms before leaving the building.

Guest & Alumni Volunteers

Applications and Background Checks:
If the club has an alumni or guest person willing to volunteer for the club, that person must fill out the “HCS Volunteer and Contractor Application.” The application should be provided to the club committee for approval. It is required that anyone working with the students must be a Christian and agree to the HCS statement of faith. Once the committee has approved the applicant, the applicant must be directed to the HCS website for filling out the information required for a Background Check. HCS will have the Background Check done and bill the club. The final requirement is to complete an online training course required by California law and our insurance company. This applies to anyone interacting with minors through the club.

If any outside directors/assistants are being paid they will be required to fill out a W-9 form through the school. Outside directors/assistants will receive their payment in the form of a check, which will be taxable.

Drama Club Fees/Budget

The Drama Committee will assess club fees at the beginning of each production. ~~F~~ees will include a script, t-shirt, show costs, and wrap-up party. Club fees only pay a portion of the costs associated with our theatrical productions, which leaves the remaining expenses to be raised via fundraising and ticket sales. Production costs include theatre rental, rehearsal space, sound, microphone & equipment rental, scripts, licensing & royalties, programs & ticket printing, sets, lighting, costumes, t-shirts, and a wrap-up party.

Refund Policy

A partial refund will be given if a student drops by the 2nd rehearsal. After this date, no refunds will be given.

Seniors - Fine Arts Honor Cord for Graduation

To earn an Arts Honor Cord for Graduation, the Drama Senior must:

1. Have participated in the club for at least two years, and one of the two years must have been their senior year.
2. Not have received any disciplinary action during their senior year.
3. Be approved by the HCS Principal.
4. Have near-perfect attendance at rehearsals and performances.
5. Display proficiency in learning their parts and taking direction.
6. Encourage and help other cast members.

Committee and Director Compensation

There is no payment for directing or producing HCS shows. This is done as a volunteer position. As a thank-you for the extra work involved in such an undertaking, the club dues (or fees) for each show will be complimentary for the student(s) of the director and committee members/producers of that show. If a committee cannot enlist an HCS parent for directing or producing and would like to have someone else perform these roles, it is up to the committee to vote whether they would like to pay such a person for the job as they likely would not have a child in the program.

The HCS Code of Conduct

The Drama Club requires all members to adhere to the HCS Code of Conduct. The following link has the full list of up to date conduct requirements.

Link:

Code of Conduct

QR Code: