

HIGH SCHOOL THEATRE MANAGEMENT AND DISCIPLINE PLAN

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TABLE OF CONTENTS

CLASSROOM POLICIES	2
Educational Philosophy	3
In-Class Procedures	4
Out of Class Procedures	7
Absence Procedures	9
Emergency Procedures	10
MANAGEMENT PLAN	11
Grading Policy	12
Parent and Guardian Contact	13
Diverse Learners	14
Classroom Arrangement	16
APPENDIX	17
ABOUT ME	18
COMPANY CONTRACT	19
AUDITION FORM	22
CREW APPLICATION	23
AUDITION GUIDELINES	25
TRAVEL CONTRACT	26

CLASSROOM POLICIES

Educational Philosophy

I started working with students when I was a freshman in high school. It was a rowdy group of third grade boys on Sunday mornings and my coordinator was afraid I was going to get torn to shreds. Little did she know those boys would grow to love and respect me as much as I loved and respected them. In the two years I taught those students I learned as much about them and myself as I did about our subject matter. It was then that I realized I had a niche for teaching. There was something about students I understood, something I wanted to tap into, something I wanted to foster. Every student wants to be understood and I want to be that person for someone. I teach to have an impact and be a sounding board for new ideas and creativity. I want to teach theatre specifically because I believe every person deserves the opportunity to find a home in the theatre.

My goal with teaching theatre is to enhance and inspire appreciation for the arts. It is no secret that people view the arts as a dying industry, but in reality it is a place for both wild success and crippling failure. The arts and the careers within them permeate our society and I want my students to be able to identify the work of an artist. I will encourage my students to find careers that follow their hearts wherever that may lead them. As long as they understand the necessity of artists, I will have succeeded as an arts educator.

As an educator overall, I plan on focusing on art (specifically theatre) appreciation, decriminalization of technology in the classroom, creative and healthy expression, and parental involvement. Student safety in the classroom is my priority. There is no such thing as an unsafe learning environment because if students do not feel safe in their environment, they cannot learn.

Classroom Expectations

Speak up: Say something if something or someone makes you feel uncomfortable or unsafe

Help: Don't feel afraid to ask for help or help someone else who is struggling

Adapt: Things are always changing in theatre so don't be afraid to try new things

Respect: Your teacher, your classmates, and yourself

Encourage: Build each other up rather than tear each other down

In-Class Procedures

- Behavior
 - Students will remain quiet until called on.
 - Only students with raised hands will be called on to speak.
 - Students will keep their hands and feet to themselves at all times.
 - Students will not be allowed to use personal technology during class unless otherwise instructed.
 - Students must ask for permission to leave their seats unless otherwise instructed.
 - Students will allow themselves and others to **SHARE** in the classroom experience.
 - Students not allowing themselves or others to **SHARE** or otherwise harming the learning environment will enter the following process:
 - 1st offense - direct eye contact, reminder of classroom expectations, and discussion after class
 - 2nd offense - follow up discussion and an extra assignment due the next day
 - 3rd offense - phone call and email home
 - 4th offense - detention, sent to the office
 - 5th offense (and forward) - see school policy
- (This process will be referred to as the 3 strikes policy, as in students have three chances to adjust their behavior in class before I will involve upper administration. I choose this policy because I want to give students as many opportunities as possible to observe and adjust their behavior before involving serious consequences. Young students are in the social experimental stage of development and do not need severe consequences for trying new things.)*
- I will keep track of each students' standing in the 3 strikes policy with a spreadsheet for easy access.

- Clothing Requirements
 - Depending on the plan for the day, there will be various clothing requirements for the class. Scene shop clothing requirements can be found in the “Out-of-Class Procedures” section. The other type of clothing requirement will be known as movement clothes. Movement clothes are loose fitting clothes that allow individuals free range of movement. Examples are, but not limited to, the following:
 - Leggings
 - Shorts
 - T-shirts
 - Tennis shoes

- Students must wear appropriate clothes for class while following school dress code.
- Assignments
 - Papers
 - Students will turn in homework into the “IN” basket for their class on the student center at the beginning of the class period it is due. The papers in this basket will determine student attendance for the day.
 - Late work will be accepted at a 10% grade drop per day. Students will turn in late work into the “LATE” basket on the teacher’s desk.
 - In-class performances
 - There will be many in-class performances in all non-technical classes. These performances will be graded based on a rubric, which will be available to students prior to the performance date.
 - Students will have three days in class to rehearse their pieces for me to give them feedback and performances will take place over the course of the following two days.
 - Late performances will not be allowed for unexcused absences. Students with excused absences on performance dates will have to perform their pieces either before the first missed day or on the first day back in class.
 - In-class presentations
 - Students will also need to be able to present research and designs in all classes. Just like the performances, these presentations will be graded based on a rubric, which will be available to students prior to the performance date.
 - Students will be able to work in class on their designs and presentations prior to the due date so I can give them assistance and feedback.
 - Late presentations will not be allowed for unexcused absences. Students with excused absences on due dates will have to present their work to the class either before the missed day or on the first day back in class.
- Entering the Classroom
 - Students will enter the classroom in a friendly manner. While art does imitate life, it will not be influenced by the day’s emotions in my classroom. I will establish a “leave it at the door” policy to ensure students understand that they are to leave their bad moods at the door.
 - Students entering the classroom after the bell has rung will be counted tardy and cannot join the class without sharing a joke or fun fact. Anyone entering the class after it has begun will always be a distraction to the students inside, so I want to reintegrate the tardy student in the class as soon as possible.
- Leaving the Classroom

- Students will be permitted two passes every six weeks. I will keep track of these passes with a spreadsheet.
- Students leaving during class will need to sign out on the log at the student center so I will know where they are at all times.
- Student passes will not be allowed during the first or last five minutes of class.
- Students must take a hall pass with them when leaving during class.
- The “leave it at the door” policy will refer to exiting the classroom at the end of the period as well. Being an actor can mean delving into emotions required of scenes that can cause emotional difficulty due to certain memories or events. Students will not be allowed to take emotional baggage brought up in class past the threshold of the class. This is to protect students from being caught up in the emotional work during scene work or rehearsal.
- If a student needs to leave school in the middle of the day, a parent or guardian must sign their student out at the office before retrieving them. As per school procedure, a pass will then be sent from the office to the student, allowing them to leave class. Students will not be permitted to leave without a pass from the office.

Out of Class Procedures

- Theatre Guidelines
 - There are many times throughout the year that students will be on the theatre stage/space. As such, there are a few guidelines I will set in place to ensure the safety of all students.
 - Students must be respectful of the space and clean up after themselves.
 - Students must not operate the fly system unless instructed otherwise
 - Students must remain with the class at all times while in the theatre space unless instructed otherwise.
 - Students are not to touch props, costumes, or scenery that is not assigned to them. (“Is that your prop?!”)
- Scene Shop Guidelines
 - I will let students know the week leading up to the day class is planned to take place in the scene shop.
 - Students will need to be dressed appropriately to work in the scene shop. This includes:
 - Closed toed shoes
 - Whole jeans
 - T-shirt or long sleeves
 - Students dressed inappropriately for working in the scene shop will not be able to handle tools or machinery, due to safety.
 - Students must be respectful of the scene shop and the instructor.
 - Students must not handle tools or machinery they do not understand or have been trained on unless instructed otherwise.
 - Personal technology such as headphones and earbuds are not allowed in the shop. Cell phones are allowed as long as they are not a distraction from class. I need to be able to grab everyone’s attention for instruction and in case of emergency.
 - Students who are being disrespectful and not promoting the safety of themselves and their classmates will be immediately dismissed from class that day. There will also be an apology letter to the class due the following day.
 - In the event of an accident, students will be able to take materials from the first-aid kit and/or use the eye wash station or shower.
 - In the event of an emergency, I am to be notified immediately to determine the proper action to take.
 - Snapchatting or other forms of social media recording of emergencies is inappropriate and unsafe for classmates. Students will understand this policy and its consequences.
- Travel Guidelines

- Students are always representing our school. As such, they are to follow behavior policies set in class when we are traveling for festivals, workshops, or competitions.
- More detailed theatre-related guidelines can be found in the company contract, audition guidelines, and travel contract, found in the appendix.
- If a company member is found to be abusing their position in class, that is grounds for dismissal from the company. Abusive behavior can include but is not limited to:
 - Taking out production props during class
 - Going into areas of the theatre the class is not going (booth, catwalk, orchestra pit/basement, backstage, etc.)
 - Messing with costumes during class

Absence Procedures

- All absences must be addressed with a parent/guardian phone call or doctor's note to the office on or before the first missed day of school or per school policy.
- I will be following the tardy and absence policy in place at the school for class, as well as what is stated in my company contract for company members (no more than 3 unexcused absences)
- Students will have the number of school days they missed to make up schoolwork
- Work to be made up will be placed in the "MAKE-UP" basket on the student center. Upon a student's return to school, they are to grab the work with their name on it from the basket and return it to me when it is completed.
- Performances and Presentations
 - Students that will miss a performance or presentation due to an excused absence (family vacation, school trip, illness, etc) are required to perform or present for the class before their first missed day or on their first day back. This will be determined by the student and myself before the absence. In the event of illness, the student will obviously perform or present when they return to school.
 - Students that miss a performance or presentation due to an unexcused absence will not be allowed to make it up. Students who miss in-class rehearsal or preparation days will still be held to the same deadlines as other students who attend class.
- Exams
 - Students that miss an exam need to come in during lunch the first day back to make it up. If the exam is not completed within three days of the student's return, the student is ineligible to do a make-up exam.
 - Students with planned excused absences (sports events, competitions, and other school functions) on the day of an exam will need to come in during lunch the day before their absence to take their exam.

Emergency Procedures

- The emergency evacuation route for fire, tornado, and lockdown will be posted next to the door of my classroom. We will go over these procedures at the start of the school year before the school-mandated drills.
- I will be prepared with an emergency kit under my desk in case of an alarm. This kit is to be used for emergencies only and not to be used for scheduled drills. This kit will include:
 - Small water bottles
 - Light blanket
 - Granola bars and crackers
 - Fruit snacks
 - Cheese sticks
 - First aid kit
 - Stress balls
- I will take my roster, my school's signaling device, and check the log at the door to see if any students have left the room. For scheduled drills, students will not be permitted to leave the room during the class period in which the drill is expected.
- When the drill begins I will check the hallway and grab any students that were traveling when the alert went off. I will alert their teacher to let them know I have secured their student.
- Students will not be allowed to be on their cell phones during an emergency. This is to ensure clear lines of communication between emergency personnel, the school, and the parents.
- In the event of a natural disaster emergency, such as a fire or tornado, students will follow school procedure in order to evacuate/enter a safe area. Per school guidelines, I will signal to administration that all students are present and accounted for.
- In the event of a human emergency, such as an active shooter or other cause for lockdown, students will follow school procedure in order to keep themselves and their classmates safe.
 - In the event my class is directly confronted with a dangerous individual, I am prepared to do whatever is necessary to ensure the safety of the students.

MANAGEMENT PLAN

Grading Policy

- The majority of my assignments can and will be completed with strong effort and creativity. The final grade will be calculated as follows:

10% - Attendance and Participation

- Attendance and participation will go hand in hand in my classroom. If you are not participating in class discussion or working with your scene partners or groups, then you have not fully attended the class.

45% - Accuracy through Mastery

- I use the term “accuracy” loosely, as I do not want to stress students with a heavy load to study and memorize. While I will have papers, quizzes, and tests in my classes, my desire is for students to show me they understand and can use the concepts covered in class
- Students will have many opportunities to demonstrate their mastery of the content and I will be available many times throughout the year to help students who are struggling.

45% - Effort and Behavior

- Because theatre is a collaborative art, it only succeeds if all participants are actively working together. I want my students to show a strong effort in learning and using the skills and ideas taught in class and I want them to encourage their classmates to do the same.
- How well a student follows and allows their classmates to **SHARE** in the theatre experience will fall into this category.

Parent and Guardian Contact

- All students will be asked to complete an “About Me” profile at the beginning of the school year. I will be contacting all parents via email and phone call in August to introduce and familiarize myself with the parents and guardians of my students.
- In the event there is not a school policy or schedule for parent/teacher conferences, I will be conducting optional parent/teacher conferences every six weeks so parents and guardians have the ability to be constantly aware of their student’s progress in my class. I will request my parents and guardians to attend at least two conferences with me per semester.
- I will also be keeping the class’ online profile up to date with an assignments, tests, and projects so parents can keep track of their student’s academic profile to supplement progress reports and report cards distributed by the school.
- In accordance with the 3 strikes behavior policy, I will be contacting parents and guardians via phone and email to alert them of their student’s behavior on the third infraction.
- Parents and guardians will be able to contact me through the online class profile via email and phone call should they have any concerns about their student. I will also always accept written notes from home, which I will follow up with emails.
- I believe a student learns best when their parents and teachers work together. I want to do my best to cooperate with parents and update them often on their student, but I always intend to have the student’s best interests in mind.

Diverse Learners

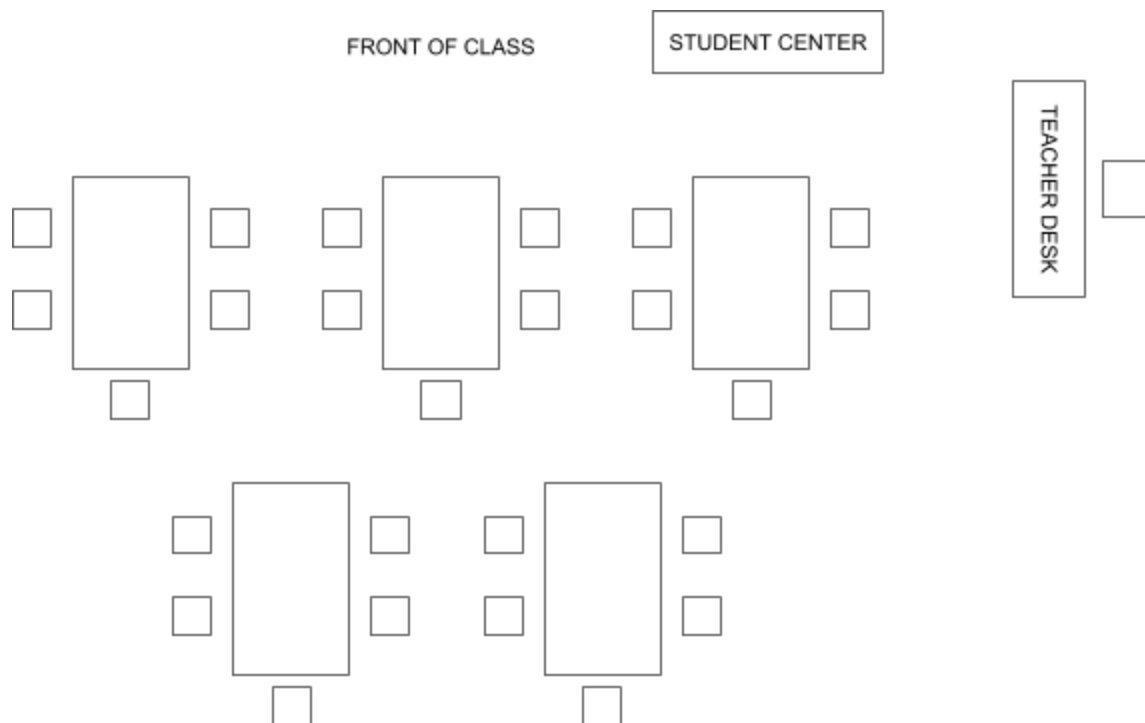
- ELLs and Students with Disabilities
 - I understand that theatre is not a class students with disabilities often choose to take. It is physically, mentally, and emotionally demanding and requires individuals to learn new terminology. However, all students are welcome to take any of my classes.
 - English-Language Learners will be able to enhance their reading comprehension skills through script analysis activities and role-playing, which we will use often in my class. I will always provide text for any readings or listenings in class for students to follow along.
 - I will also often use group and partner work to benefit all my students, not just those with learning disabilities. Individual work will not be released to students until I feel the class has a firm grasp on the concept and its activity.
 - Students with physical disabilities will still have a place in my classroom. Permanent disabilities do not hinder students from fulfilling technical positions, such as stage manager, lighting technician, audio technician, or painter. Students with temporary disabilities, such as a broken joint or limb, will still be permitted to participate in class.
 - Physical disabilities of any sort will not sway my opinion on any casting or crew position for the show company. Whoever is able to do the role or job best will get the position.
 - Students with IEPs or 504s will have files in my desk with their paperwork. I will keep their updated IEPs and 504s as well as copies of their work to show the accommodations taken in class.
 - This work can include but is not limited to:
 - Tests
 - In class assignments
 - Scored rubrics for presentations
 - Seating charts
 - Accommodations can include but are not limited to:
 - Extra time in class for tests and assignments
 - Assigned buddy for reading comprehension
 - Preferential seating
 - Adjusted homework
 - Oral assessments
- Struggling Students
 - Students facing minor struggles in class will be given extra time to complete work and the option to meet with me outside of class if they wish. Through the use of

monitoring and checking for understanding I will keep track of students that appear to be struggling.

- Students facing major struggles in my class will need to come to lunch tutoring at least twice a week until their grades in my class have improved. During this time I will go step by step through concepts and procedures we have covered in class that the student is struggling with. This will also serve as a one-on-one question and answer time for the student.
- **Advanced Students**
 - Students excelling in my class will be able to do extra theatre studies if they wish. Theatre is a deep and wide subject and its areas of studies are endless.
 - Students who wish to have more in depth studies for theatre can join Dramaturgy Club, which will take place after school. Dramaturgy Club will study abstract playwrights like Pinter and Brecht, as well as the movement of modernism and conventions.
 - Students excelling in class will also be able to come to lunch tutoring as well to assist in tutoring their peers, if they so desire. Students must not only excel in my class, but in all their classes to be eligible for this opportunity. They must also have no strikes against them in the behavior policy.
 - Students will always be able to participate in independent study based on a specific script of choice. Independent study projects must be approved by me before the student begins working. Projects can include but are not limited to the following:
 - Dramaturgical analysis
 - Script or character analysis based on a prompt
 - Stage Management book
 - Technical design
 - Scenic
 - Costume
 - Lighting
 - Sound

Classroom Arrangement

- I would like to seat my students in tables or groups, if possible. This will help the collaboration needed for classwork as well as assist in informal assessments through the use of shoulder partners and face partners.
 - Note in the diagram that each table only has five seats instead of six to prevent students with their backs to me during instructional time. This also prevents overcrowding of students when it comes time for independent work and exams.
- The student center will be located at the front of the class next to the door so students are able to grab the materials they need for the day as they enter. The trash can will also be located at the student center to remind students of the “leave it at the door” policy.
- If my room is large enough, I would like to reserve some space for acting and potentially construct a small stage for in class scenes. If this is not possible, the space at the front of the class will also be the presentation space.
- On the first day of class, after going through classroom expectations and procedures, I will instruct students to take the Color Code free personality test. The Color Code test categorizes individuals into mostly red, blue, yellow, or white personalities. Students will email or take a picture of their results to turn in to me. I will prepare a seating chart for the first day of class before I have student results of their Color Code tests. After I have their results, I will seat each table to have a mix of each personality type. This will help students learn to get along with all personalities as well as evenly distribute ways of thinking amongst the classroom for groupwork.



APPENDIX

The following are forms to the parents and students to be returned to me in the proper circumstance. Standard field trip permission forms from the school will be used for travel allowances.

ABOUT ME

Welcome to Theatre! Please complete this form and return it to me at the end of class.

BASIC CONTACT INFO

My name is _____

My parent's/guardian's names are _____

My phone number is _____

My email is _____

My parent's/guardian's phone number is _____

My parent's/guardian's email is _____

The best way to reach me is (circle one) cell phone email

FACTS ABOUT ME

My favorite color is _____

My favorite candy is _____

My favorite type of music is _____

I am allergic to _____

I do better in class when I can _____

My personality color is (circle one) red blue white yellow

I am taking theatre because...	I am good at (3 things)...	I want to get better at (3 things)...
Some of my hidden talents are...	I always laugh at...	I never laugh at...

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COMPANY CONTRACT

Please check each box to show that you have read and understand all company guidelines. The final page needs to be signed by the participant and a guardian and returned to me.

GRADES

- a. As per school policy, no student may participate in any extracurricular event unless they have passing grades in all classes. For this company, I will expect a B average or higher
- b. Please don't be afraid to get a tutor. I value and encourage all students' participation in theatre, but your grades must come first.
- c. You may have no more than three unexcused absences from class per semester.
- d. **Company members with low grades may find themselves at risk of being replaced or removed from the production.**

WORK CALLS

- a. On days we are not rehearsing, we will be building our show. This involves
 - i. Building scenery
 - ii. Constructing costumes
 - iii. Hanging lights
 - iv. Cleaning
- b. All company members are required to help with this process. No exceptions.

REHEARSALS

- a. Please come to rehearsal prepared. This means
 - i. Knowing your lines
 - ii. Knowing your blocking
 - iii. Being dressed in proper attire (character shoes, movement clothes if needed)
 - iv. Bring your script and a pencil to all rehearsals
 - v. No cell phones on or near the stage during rehearsal and work calls. Please leave your personal belongings in the back of the house and have your cell phones off or on silent. If I see a distraction I will take it up.
 - vi. Being on time or early to all rehearsals and work calls! (*To be early is to be on time, to be on time is to be late, to be late is unacceptable*)
- b. Do not direct your fellow castmates
 - i. Trust yourself, your castmates, and me as your director to make the creative choices necessary for the production.

- ii. Ultimately, I make the final decisions of the show. If your castmate has a question about their role, please direct them to me.
- c. Company members may not miss any rehearsal for a reason not stated on the conflict portion of the audition form.
 - i. In case of emergency or possible exception, all questions must be directed to me.
 - ii. **Any company member with consistent absences, tardies, or not coming prepared to rehearse may be at risk of being excused from the production.**

☐ THIS PRODUCTION AND YOU

- a. Please clean up after yourselves. Often we work late on weekends when there is no custodial staff. During these periods there will be a cleaning schedule. Please adhere to it. We must take care of our space.
- b. Please keep yourself and your fellow castmates as safe as you can. **Company members who are intoxicated or under the influence of drugs will be excused from rehearsal or work call and be at high risk from being excused from the production.**
- c. Cast members should not change their physical appearance unless directed to do so by me. This involves
 - i. Cutting or dying your hair
 - ii. Tattoos
 - iii. Piercings
- d. Theatre is a collaborative art, and in order for it to succeed we all need to be team players. Show me that you will work as hard as I will to make this a great production.
 - i. Show respect to your fellow castmates
 - ii. Show respect to the running crew and stage manager
 - iii. Show respect to me

☐ **ANY COMPANY MEMBER PLACED IN IN-SCHOOL-SUSPENSION OR WORSE WILL BE IMMEDIATELY REMOVED FROM THE COMPANY. NO EXCEPTIONS.**

I have read and understood the provided guidelines. I understand that if I am found breaking any of these guidelines, or participating in behavior not indicative of a company member, I risk being severed from the company.

Student Signature and date

Parent/Guardian Signature and date

AUDITION FORM

Thank you for expressing your interest in auditioning for our production. Please provide the following details and submit this form at your audition.

PERSONAL INFORMATION

Name:

First

Last

Age _____ Height _____ Eye Color _____ Hair Color _____

Email

Phone _____ (circle one) cell home

DO YOU HAVE ANY KNOWN CONFLICTS, A JOB, OR OTHER RESPONSIBILITY THAT MAY CONFLICT WITH REHEARSALS AND PERFORMANCES? IF YES, PLEASE EXPLAIN

PAST THEATRE EXPERIENCE

Please list the last five shows you've worked on (this includes technical positions)

SHOW TITLE	POSITION	COMPANY

CREW APPLICATION

Thank you for expressing your interest in working tech for our production! Please provide the following details and submit this form by the end of the week.

PERSONAL INFORMATION

Name:

First

Last

Email

Phone _____ (circle one) cell home

DO YOU HAVE ANY KNOWN CONFLICTS, A JOB, OR OTHER RESPONSIBILITY THAT MAY CONFLICT WITH REHEARSALS AND PERFORMANCES? IF YES, PLEASE EXPLAIN

PAST THEATRE EXPERIENCE

Please list the last five technical positions you have worked

SHOW TITLE	POSITION	COMPANY

Rank your interest in the following technical areas (1 - most interested, 6 - least interested)

____ Lighting

____ Sound

____ Stage Management

____ Props

____ Costumes

____ Run crew

AUDITION GUIDELINES

- ATTIRE
 - Please dress in professional clothes, as if you were going to a job interview
 - Remember that you must still be able to move as necessary in your clothes. If heels, skirts, or tight pants will hinder or distract from your movement, refrain from wearing them
 - If you need help with finding clothes to wear, please ask me!

- PREPARATION
 - Please prepare one comedic monologue in the style of the show. Also come prepared to do cold readings of various sides that will be provided in the audition. Your audition will not last more than 3 minutes.
 - Audition times will be posted on the callboard in my room. Please sign up for an individual time slot and arrive 15 minutes beforehand.

- PRESENTATION
 - Be confident! Your audition begins the moment you walk in the room, so keep your eyes front and walk with purpose. Stand no closer than 5 feet in front of me (there will be an X on the floor) and make eye contact before you begin. Slate clearly. I'm rooting for you.
 - Don't worry if things don't go well! It's not the end of the world. Prepare and do your best.
 - At the end of your audition, return to normal body position, smile, say "thank you for your time," and exit.

- MISCELLANEOUS
 - Auditions will consist of a slate and your prepared monologue. In your slate please include your name, the part for which you are auditioning, and the title of the play from which you are doing your monologue.
 - There will be one chair available for use if you need it.
 - Callbacks, if necessary, will be held the Monday following auditions. They will take place after school in my classroom. Details will be posted on the callboard later.
 - Please dress comfortably for callbacks so you can have full range of motion without distracting clothes
 - These auditions are closed. Friends, family members, and other auditionees may not sit in the audition room to observe.
 - Please wait quietly in the hall outside my room at least 15 minutes before your audition.

TRAVEL CONTRACT

Please check each box to show that you have read and understand all travel guidelines. The final page needs to be signed by the participant and a guardian and returned to me.

GENERAL RULES

- Students will dress in appropriate attire both on and off school campus. Dress code will be followed at all times.
 - a. No short shorts or skirts, provocative shirts, or shirtlessness.
 - b. Shoes must be worn in public.
- Student behavior will be reflective of good character and upbringing. You're representing our school, so you must leave a good reputation behind you
 - a. No drugs, alcohol, or cigarettes will be permitted in transit or during the trip. If I find you with contraband, I will send you home and you will not compete.
- Students may go off on their own if in a group of 3, including an attending adult. At least one person in the group must have a cell phone with my number in it
- Students will not go into venues and areas unbecoming of a theatre student. Attending adults must approve any destinations during the trip.

HOTEL RULES

- Students must keep their doors propped open if they are in another student room, regardless of gender.
- Students may not disrupt others staying in the hotel. No loud noises, banging on walls or doors, or other disturbances will be permitted
- Each hotel room will look exactly the way it was when we checked in. Each item will remain where it belongs for the entirety of the trip.
- Students should bring some spending money with them for snacks or emergencies
- Students are to be in their own rooms by 10:30pm. I will be checking!
- Students are not allowed in hotel areas closed to the public, i.e. the roof, the pool after hours, the kitchen, etc.

I have read and understood the provided guidelines. I understand that if I am found breaking any of these guidelines, or participating in behavior not indicative of an attending student, I will be sent home and not permitted to compete.

Student Signature and date

Parent/Guardian Signature and date
