SUMMIT
CHRISTIAN ACADEMY

SECONDARY THEATRE HANDBOOK

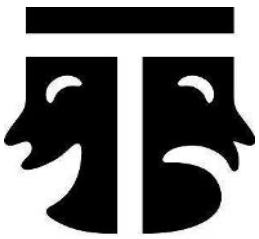
Let your light so shine before men.
that they may see your good works.
and glorify your Father which is in heaven.
Matthew 5:16



SCA Theatre Handbook
2026-2027

Table of Contents

Mission Statements, Desired Outcomes of SCA Theatre Participation, Goals	2
Leadership & Contact Information	3
Philosophy of Theatre Education	4-5
Theatre Classes	6-7
Theatre Clubs	8-9
Award Opportunities	10-11
Fine Arts Booster Club	11
Lettering in Theatre	12-13
Production Information	
Times & Ticketing	14
How to Join Cast or Crew	15
Theatre Jobs	16
Participation and Behavioral Guidelines for Cast and Crew	17-19
Technical Theatre Safety and Policy Sheet	20-21
Theatre Participation Fees	22-23
Forms to be Returned	
Student and Parent Contract Signature Form	24-25
Parent Crew Form	26
Extracurricular Crew Form: Emergency Medical	27
Dual Activity Form	28-29



STARLIGHT Blue Star AWARDS



SCA Theatre Mission Statement and Purpose

SCA Mission Statement: *Our mission is to inspire students to achieve their God-given potential through excellent academics and Christian training in a compassionate environment.*

SCA Theatre Mission Statement: *Our mission is to inspire students to achieve their God-given potential in theatre–including both acting and technical expertise–through excellent courses that focus on applicable skills, performance clubs that encourage collaboration and competition, and productions that teach and hone performance skills in a professional, compassionate, and Christ-honoring environment.*

Desired Outcomes of SCA Theatre Participation

A. Realize their joy in creativity is emanating from being made in the image of God.
B. Dispel fear of presenting themselves before an audience.
C. Create wholesome activities that create community, compassion, wisdom, and a love of excellence in entertainment that honors God.
D. Derive empathy and compassionate communication through the study of man's stories and significance as creations of God. Future relationships, both professional and personal, are enhanced through the study of literature and theatrical expression.
E. Expose students to a variety of theatrical skills (acting, lighting, sound, construction, make-up, costuming) that can…
F. Develop and train craftsmen and women who will be outstanding in their future fields: pastors, teachers, sales, technology, the creative arts, sciences, psychology, sociology, history, music, light sound, artistic expression, construction, and design, contribute to and find sources of inspiration in the arts.
G. Inspire our students to engage in dramatic ministry outreach both now and in the future.

Goals for SCA Theatre Productions

In order to best train and equip theatre students, SCA plays and musicals should fulfill a variety of elements from the list that follows:

A. Contain a variety of exciting and demanding roles that challenge student's ability to create believable, life-like characters.
B. Deal with real-life issues and conflict in a way that demonstrates God's truth and His real consequences of sin.
C. Have literary and/or historic significance. Plays of famous authors and composers and those that have received critical acclaim should be embraced, along with the discovery of new works, and our own student writers will be featured.
D. Contain elements that sharpen and develop important dramatic skills such as internal and external characterization, the techniques of comedy, ensemble, and skillful communication.
E. Contain messages that communicate, support, or confirm God's truths contained in the Bible, including the skillful and truthful representation of the struggle between good and evil, not only in the external conflict seen between characters, but also in the internal conflict within each character.
F. Build a base of theatrical experience that would prepare an SCA student to enter a college theatre program.
G. Present opportunity to learn about technical responsibilities such as stage managing, costumes, set building, design, make-up and hair through hands-on experience and volunteering.
H. Appeal to a wide variety of audiences-some plays will appeal to our school community specifically, while others will appeal to the community outside our school walls.

SCA Theatre Leadership: Mrs. Lynnae Andersen

B.S. English Education, minor Dramatic productions, Maranatha Baptist University (2012)
M.A. English: Creative Writing, Southern New Hampshire University (2015)
Missouri State Licensure: 5-12 English and 9-12 Speech & Theatre

In his play *Twelfth Night*, William Shakespeare said, "Some are born great, some achieve greatness, and some have greatness thrust upon them" (Act 2, Scene 5). Mrs. Andersen believes that God has gifted each person to shine their light for Him through a variety of skills and that He will always accomplish "exceedingly abundantly above all that we ask or think" (Ephesians 3:20). While she believes God has gifted her naturally with theatrical talent, Mrs. Andersen can also see where God has stretched and grown her through unexpected opportunities.

Theatre has always been a part of Mrs. Andersen's life. In elementary, she worked backstage and with make-up with her family at her church's yearly Easter pageant. When her school introduced a theatre program in 2006, she fell in love with creating characters on stage and was given some student directing opportunities. The Lord used those early experiences to direct her to minor in Dramatic Productions in college, where she was involved as an actor and director in many productions. Upon graduation, she was hired at her alma mater, Tri-City Christian School in Independence, where she taught theatre and English and directed the school's plays, including one that she wrote for her students. From 2016-2022, Mrs. Andersen taught English at several public schools in Waco, Texas and Independence, Missouri, however, she returned to theatre education when she taught theatre rep for the 2022 summer school session with Independence School District.

When Tri-City closed at the end of the 2015 school year, the Lord provided a new creative endeavor: community theatre. Over the past 10 years, Mrs. Andersen has volunteered as an actor, a director, and on the Board of Directors for several local community theatres. Involvement in community theatre reignited her passion for working with young thespians so, when SCA posted an opening for College English and Speech, she jumped at the opportunity to return to Christian education and the opportunity to work with Christ-focused thespians. In her first year at SCA, Mrs. Andersen worked as Assistant to the Director on *Brigadoon* and as the Advisor for SCA's Kansas City Cappies team. These experiences provided her the opportunity to become SCA's Junior High theatre director for the 2024-2025 school year and inspired her to host SCA's first-ever summer theatre camp in July 2025. As the Lord thrusts her into a new theatre opportunity at SCA, she is filled with gratitude and excitement to continue the legacy of directors before her to help students shine their light for Jesus on stage.

Let your light so shine before men,
that they may see your good works,
and glorify your Father which is in heaven.
Matthew 5:16

Leadership Contacts

- Fine Arts Coordinator, Mrs. Kathy Tharp - ktharp@sca-kc.org
- Director, Mrs. Lynnae Andersen - lynnaeandersen@sca-kc.org
- Music Director, Mrs. Mandy Hoover - mandyhoover@sca-kc.org
- JH Theatre Director, Mr. David Keller - davidkeller@sca-kc.org
- Speech Teacher, Chris Geil - chrisgeil@sca-kc.org
- Speech & Debate, Mr. Bill Lindsey - billlindsey@sca-kc.org

Philosophy of Theatre Arts Education — Mrs. Lynnae Andersen

"All the world's a stage,
And all the men and women merely players;
They have their exits and their entrances;
And one man in his time plays many parts"
(William Shakespeare, *As You Like It,* 2.7)

Theatre is the often overlooked arm of Communication Arts. Where grammar and writing teach students how to structure what they say and literature provides examples of what can be said, public speaking and theatre teach students how to appropriately present what they want to say. Theatre expands the ministry opportunities of students by engaging them with stories that challenge how they view the role God has given them to play in challenging the world and sharing the Gospel.

All the World's a Stage

The dramatic world is immersed in secular philosophy. The Lord reminds Christians of their sinful nature in Jeremiah 17:9, "The heart is deceitful above all things and desperately wicked: who can know it?" The plays selected for students to watch, read, perform, and produce are carefully evaluated and chosen because they honor Christian principles. Even after using discretion in the selection, plays may be read and legally edited of their questionable material. Many plays include sinful habits that can easily be omitted without changing the integrity and plot of the story. The same truths that apply when selecting a play are relevant in editing the script. Before the cast receives the script, it should be clear of things that are "base and wicked" so they will not be tempted to "turn aside," but this does not mean that all sinful or objectionable material is removed. In doing all things for God's glory, some elements are kept to show the sins of the world and the redemptive and merciful nature of God. As there is "nothing new under the sun," plays and musicals allow thespians to share an aspect of humanity to teach a lesson (Ecclesiastes 1:9). Each production, whether a play, readers' theatre, choric speaking, or solo speeches, has the ultimate goal of pointing the audience to Christ, not to man and his sin nature. During each production, directors will share with students how the Gospel shines through.

If you have a question regarding content, please see Mrs. Andersen for understanding how the content fits within a Biblical worldview, and how any objectionable elements will be handled. A good rule of thumb guide, ***Objectionable Elements, the Biblical Approach*** by BJU Press, is a treasured resource in making decisions about shows that fit our K-12 Christian family audience.

All the Men and Women Are Merely Players

Whether in a public, parochial, or Christian school, drama can foster involvement, teamwork, and personal confidence in students. Not all students are gifted in the areas of music and athletics: some are dramatists. Schools that lack a drama program exclude, often without realizing, some very talented individuals. Exclusion of these young people may cause the students to avoid school functions altogether. A drama program allows young students to develop the talents that God has given them. Like an athletic team or music group, drama participants must work together to reach a common goal. A play cannot be performed well without unity among the cast and crew. Drama can build students' confidence by challenging them to perform on or behind the stage and by expanding their sphere of friends. The confidence, involvement, and teamwork that students learn in drama class will aid their ministry outside of the classroom. The skills teens learn in drama classes and theatrical productions will encourage them to become involved in their local church ministry, give them confidence to witness in their community, share a testimony with their friends, and work together to reach others for Christ.

They Have Their Exits and Their Entrances

As students grow in their individual abilities, they will discover opportunities for leadership and collaboration. High school is filled with experiences that will craft students into who they are by creating life-long memories and friendships. As individuals, students should relish in the time they have to shine for Jesus on stage, but they should also be looking toward their own exit by asking, "Who can I mentor and befriend while I'm here?" The answer to this question ensures that students remain engaged in the theatre program because they are actively nurturing its future growth. Students should also avoid discussions of comparison and greed. All roles–acting, technical, and managerial–are crucial to the success of the performance. God has given each individual skills that uniquely prepare them for His plan. Who are we to say one skill is more important than other? Instead, each cast and crew member should encourage others to shine where they are. When we help someone else shine, we fulfill Matthew's command to "Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven" (5:16). By focusing on the entrances and exits of those around them, the theatre students will collectively shine brighter for Jesus in a community often blinded by sin.

Please refer to Matthew 18 to settle disputes among the school and theatre family. If there is a concern about theatrical rehearsals, a particular decision, or a rumor flying around, it's best to ask the Director, Lynnae Andersen, for clarification in person, and if still dissatisfied, go together to Kathy Tharp, Fine Arts Coordinator, for clarification.

One Man in His Time Plays Many Parts

A director alone is not capable of leading students to produce a quality production. While a school theatre program centers predominantly on the nurturing and growth of the students, productions would not be as successful without the gracious support of knowledgeable staff and gifted volunteers. SCA theatre recognizes the impact these persons have on the spiritual, emotional, and theatrical growth of the student cast and crew, so the directors and theatre staff will seek out those who are capable and willing to mentor students. This partnership is not taken lightly. At the end of each production, recognition is given to those who have volunteered their time, skills, and resources to ensure God is glorified in each production.

Together, in good fellowship, believing the best intentions of everyone involved, we will go forward as a SHINING LIGHT of the Lord Jesus Christ in every rehearsal and performance, and to our audiences, so they can be refreshed and renewed in their walk with God, through the power of the Holy Spirit in whom we ask for comfort, strength, wisdom, and understanding.

SHINE ON!

Theatre Classes at Summit Christian Academy

Hands-on theatrical experience that will prepare you for success in the SCA theatrical productions, theatrical careers, and help you gain skill sets appreciated and sought after by employers in many other fields. Creative thinking and exposure to a wide-variety of knowledge can lead to entrepreneur interests and confidence to eventually launch a business. Here are the offerings for the 2026-2027 school year. Check back as new courses are being developed to satisfy more interests.
Not all classes are offered every year.

Junior High Class

Exploring Theatre

Elective, 7th/8th Grade, Semester
Students may take this course twice, one Fall and one Spring semester in 7th/8th grade
This course is designed to refine skills in acting, improvisation, character development, artistic appreciation, and awareness of career possibilities that can expand to business, project development, and communications. Students will analyze a play, J.M. Barrie's classic *Peter Pan* in the Fall and *The Diary of Anne Frank* in the Spring, applying skills from each job along the way. Most assignments will be practical applications: a director's vision, a props plot, costuming and make-up design, and creation of marketing materials, and an oral presentation of a monologue. This course includes activities designed to develop skills and relax nerves as students perform with peers. Through improvisation, pantomime, vocal exercises, monologues, duet acts, and group scenes, student acting skills will prepare them for auditioning, "taking the stage" when required for other classes, and making memories. Both semesters students will be expected to prepare a speech that meets the requirements for MSHSAA Speech & Debate and Christian School competitions. For the final, students will choose a play of their own and connect it to their favorite job. Each class will have a unique opportunity to create properties or assist with costuming for current SCA productions.

Curriculum: *Peter Pan, The Diary of Anne Frank, Basic Drama Projects,* and *Play Director's Survival Guide*

High School Classes

Comedic Theatre

Elective, 9th -12th grades, FALL Semester of EVEN Years, .5 credit (currently offered Fall 2026)

Actors will develop their acting skills in improvisation, acting techniques, and activities that build confidence in class and performance and awareness of career possibilities that can expand to business, project development, and communications. Students will learn comedy techniques, and the Hero's Journey, as well as critical evaluation of objectionable themes in literature through the study of one of Shakespeare's comedies. Supporting activities will also connect specifically to current SCA productions and future dramatic ministry. All assignments are designed to build on prior skills and take the actor/speaker/comic to a whole new level. All students will prepare a speech that meets the requirements for MSHSAA Speech & Debate and the international Shakespeare Festival which will build their repertoire and acting experiences portfolio.

Curriculum: *Twelfth Night; The Importance of Being Earnest; Improv Ideas and Drama Games and Improvs* compiled, created and invented by Junsine Jones and Mary Ann Kelley, Basic Drama Projects, *Teaching Improv, the Essential Handbook* by Mel Paradis, *Objectionable Elements, The Biblical Approach*, BJU Press, and a variety of teacher-generated materials

Dramatic Theatre

Elective, 9th-12th grades, SPRING Semester of ODD Years,.5 credit (currently offered Spring 2027)

This course examines theatre's role in history and society. Students will appreciate great theatrical works from ancient times (*Oedipus Rex*) to Shakespeare (*Hamlet)* to modern day (*The Crucible)*. Compare and contrast the creative process of writing original works and their adaptation such as *Hamlet* and *The Lion King*. Greek or Commedia Dell'arte mask making is a hands-on project and applicable videos are part of the learning process. Published scripts, fractured fairy tales, reader's theatre, original adaptations, Shakespeare, spoofs, finding biblical themes, parallels, and more are all potential areas to explore in this energetic class. All students will prepare a speech that meets the requirements for MSHSAA Speech & Debate and the international Shakespeare Festival which will build their repertoire and acting experiences portfolio.

Performance opportunities may extend to elementary classrooms and One Acts/Showcase night in May.

Curriculum: *Oedipus Rex; Hamlet; The Crucible; and a variety of teacher-generated materials*

Technical Theatre

9-12th grades, FALL Semester of ODD years, .5 credit **(next offered Fall 2027)**

Students take a deeper dive into the backstage jobs available to high school students for SCA productions. Students will study the modern classic *Our Town* to implement ideas studied. Units over stage management, hair and make-up, props, scenic construction and design, sound and lighting, and marketing will prepare students to take on leadership roles in school productions based on the skills God has given them. Students enrolled in this course are expected to participate in the stage crew for the fall musical and attend at least 2 set build Saturdays in August-October. All students will prepare a speech that meets the requirements for MSHSAA Speech & Debate which will build their repertoire and acting experiences portfolio.

Curriculum: *Our Town, Basic Drama Projects, Play Director's Survival Kit*

Theatre Repertory

9th-12th grades, SPRING Semester of EVEN years, 0.5 credit **(next offered Spring 2028)**

Prerequisite: one HS theatre course previously or taking concurrently, Technical Theatre strongly recommended
Gain marketing, directing, and acting experience as you develop and perform a play. You will be encouraged to develop your areas of interest and expertise at the end of the year during One Acts. Explore playwriting, elements of film production or stagecraft, furthering your skills for college. Also explore many crew and theatre related careers such as commercials and voice-over - all dependent on student interest and building on prior knowledge. Field trips to locally produced professional productions may occur. (Some fees will apply for ticket, food, and travel costs.) Students are expected to support drama productions through both in-class activities and pre-show development for a minimum of four hours after school during show week.

Curriculum: class selected and created plays and materials

Theatre Clubs

International Thespian Society

The International Thespian Society is an honorary society for high school theatre students, which students join by earning 10 points by participating in all aspects of theatre, including both acting and crew. These points continue to be earned throughout high school, and students are honored for reaching certain point levels. To calculate your points, consult the SCA Theatre ITS Points Guide. Throughout the year, ITS members participate in various activities, including a community-focused service project during the musical in the fall, induction in the winter/spring, and social get-togethers and meetings.

ITS members also get experience leading an organization by holding such offices as president, secretary, webmaster, and clerk. ITS is also the organizing body and sponsor of SCA Improv Teams.
The cost is a one-time fee of $50. For this you are inducted into ITS, and you will receive a theatre-magazine (*Dramatics*) which is filled with great articles on acting, directing, script-writing, and technical aspects of theatre. You will also receive an ITS pin and certificate at induction. And, when you graduate from SCA, you will wear the ITS stole to represent your achievement in theatre.

Last but not least, this will look great on your application for college. If you are interested, record your involvement in theatre on a *Thespian Point Record* sheet throughout the year. Completed forms are due to the ITS President by May 1. Induction occurs at the end of the school year.

Kansas City Cappies

Cappies is a student theatre critics and awards program. Local high school students write reviews of high school productions, and at the end of the year, they nominate the best shows for various awards. SCA has a Cappies team, which any high school student can apply to join. (Regardless of previous theatre or journalism experience.) Our team ranges from 4-9 people on any given year, and the team forms as soon as school begins. To apply, see Mrs. Andersen or the theatre board for application information. The most experienced Cappie on the team is designated Lead Critic, and he or she has additional responsibilities.

SCA Cappies review local high school productions, write reviews that may be published in newspapers such as the *Lee's Summit Journal*, and collaborate with other local high school thespians to adjudicate shows. This commitment will include attending new critics training at the start of the year (a 3-5 hour session) and attending and reviewing 5-6 plays during the year. Transportation is not provided, but often our students carpool to the shows or are driven by parent volunteers. Parents must be aware that the program content at some schools are not in line with the values of SCA Theatre or Summit Christian Academy. You must decide what is acceptable for your student to attend and review.

2026-2027 Cappies Leadership

- Director: Lynnae Andersen
- Mentors: Lynnae Andersen and
- Lead Critic: Violet Darby, senior

Awards & Opportunities

School Awards & Recognition

Fine Arts State Walks are an opportunity to recognize students who, through competition or audition, have earned the right to compete or participate at the highest level available. For speech and theatre this could include the National Speech and Debate Tournament and Blue Star nominees for students. State Walks will occur during the last five minutes of the school day immediately preceding the student(s)' departure for the state competition, unless other arrangements are necessary. The State Walk will consist of any students who have qualified to compete or participate at the state level along with their teacher/coach walking through the hallways of the secondary building while all other students are given the opportunity to join them in the hallway to cheer and celebrate their state accomplishments. The State Walk will be broadcasted through SCA social media outlets and a press release issued.

A **High School Letter** will be given to high school students who exemplify qualities of theatrical skills, leadership, and responsibility. Each student will receive points for the award by sharing in the performance process: both on and back stage; taking part in theatre classes, set builds, and extra-curricular competitions; and assuming duties that are over and above the basic participation in a cast/crew. Lettering requirements and form are provided in this handbook and will be available to students in April each year. Lettering worksheets must be submitted by May 1.

Eagle Elite Fine Arts Award

The SCA Eagle Elite Fine Arts Award is a prestigious honor awarded to a select number of students who demonstrate exceptional dedication to the arts. Recipients of this award show a genuine love for beauty, creativity, and artistic expression across multiple disciplines. The student must consistently display strong character and positive influence among peers and have received 9 letters.This honor is extremely difficult to achieve because each of these programs is a year long program.

To qualify, a student must letter in three of the four Fine Arts programs: Choral Music, Instrumental Music, Speech & Debate, Theatre, Visual Arts.

A **College Signing** ceremony will be offered to any senior student who is committing to compete at the college level. To be eligible for a college signing ceremony, the student must provide a copy of the letter of intent from the college indicating the student will be participating in that program at that institution. If a letter of intent is not available, the student must provide an alternate form of documentation from the college coach indicating their participation. The signing will take place in the Fieldhouse Hospitality Room. Development will be present and report this on SCA social media and through a press release.

Community Awards: ITS, Cappies, & Blue Star

SCA Theatre has memberships in the International Thespian Society, Kansas City Cappies, and Blue Star Awards, which encourage our students to fellowship with other theatre students in the KC area, and also give our students opportunities to be recognized by the larger theatre community for their excellence in our productions. SCA Productions are adjudicated (judged) by **Blue Star Awards** (hosted by Starlight Theatre) and the **Cappies**, a journalistic review forum made up of local student thespians from over 20 local schools. No one should communicate with the adjudicators except for authorized personnel. We welcome their feedback and support of our SCA Productions. Other awards given at each yearly ITS Induction include the **Thespian of the Year** award and the **Crew Member of the Year** award. A full list of recent nominations and awards can be found on the SCA Theatre Google site.

ITS Induction is held at the end of the school year, about a week before graduation. Qualifying members must submit their hours to the ITS Officers in time to be recognized. In addition to ITS recognitions, the theatre department announces the Cast and Crew member of the year at this award ceremony.

Blue Star Awards, hosted byStarlight Theatre is a magical evening under the stars: everybody is welcome to get a free ticket online and come out to cheer the SCA Nominees! Participants are encouraged to dress their best to celebrate the best musical theatre casts and crews in the Kansas City area. Nominees from SCA may be asked to perform at the event. Nominations are usually announced in early-April with the ceremony in mid-May.

The **Cappies Gala** celebrates both musical and non-musical performances by Kansas City area high school theatre programs. Nominees are selected from a group of student-critics who have attended SCA's qualifying shows. In order to qualify for these awards, SCA's Cappies team must meet all of its requirements. The gala is open to everyone, however, tickets must be purchased in advance (~$20/person). The event has been held at the Folly Theatre in downtown Kansas City the past several years. Nominees may be asked to perform as part of the event.

Fine Arts Booster Club

We are excited to have a Fine Arts Booster Club to provide visibility of SCA Fine Arts, support our students and programs, and fundraise for needs. We need your help!

Mission of the Fine Arts Booster Club
The SCA Fine Arts Booster Club exists to support and strengthen all Fine Arts programs through fundraising, volunteer service, and community engagement. The Booster Club is committed to promoting the visibility and success of the Fine Arts programs while encouraging students to pursue excellence in scholarship, demonstrate integrity, and exemplify Christian character in all they do.

How Are Fundraising Proceeds Allocated?
Funds raised by the SCA Fine Arts Booster Club are used to enhance and strengthen the school's Fine Arts programs. Each year, the Booster Club provides an annual gift to each Fine Arts program, allowing program directors to purchase equipment, materials, and other resources that benefit their program as a whole and enrich the student experience.

How Can You Volunteer and Get Involved?
We welcome and encourage parents and families to be involved in supporting the SCA Fine Arts programs. To join our volunteer list, please complete the Google Form using the link below. Once your information has been submitted, you will receive email updates throughout the year with volunteer opportunities, fundraising events, and other ways to support the Fine Arts.
You can also stay informed by following the SCA Fine Arts Booster Club on Instagram, where we share the latest news, upcoming events, student highlights, and other Fine Arts updates.

Fine Arts Booster Club

Fine Arts Booster Club Instagram

SCA Theatre Letter Requirements

A letter will be given to high school students who exemplify qualities of theatrical skills, leadership, and responsibility. Each student will receive points for the award by sharing in the performance process: both on and back stage; taking part in theatre classes, set builds, and extra-curricular competitions; and assuming duties that are over and above the basic participation in a cast/crew. Students earning 20 points during the year will receive an award. **Calculations are only for the CURRENT school year as awards are given annually. Letter points are for participation above and beyond the classroom and do not improve a student's theatre grade or role consideration for future productions.** Letter points are earned as follows:

Performance Participation	Points
Musical	4
HS Play	4
JH Play	3
One Acts/ITS	2
Summer Camp	2

Officer & Membership	Points
ITS President	5
ITS Vice President	4
ITS Officer	3
ITS Member	2
Lead Critic	4
Cappie Member	3

Per Performance	Points
Lead Role	5
Supporting Role	4
Featured/Speaking Role	3
Featured Ensemble/Swing	2
Ensemble/Nonspeaking	1
One Act Director	3
One Act Actor	1
Crew Lead	2
Crew Member	1
8-hour Build Day*	1
90% Attendance	2

Class & Club	Points
Theatre Class	2
Speech Class	1
S&D Competitor	1
Speech Comp Finalist	1

*per qualifying activity

Name:_____

Grade: 9 10 11 12 How many years have you qualified for a theatre letter? 1 2 3 4

Point Description	Evidence/Rationale	Points
Total Points (for the CURRENT school year, June-May)		

Productions: Times & Tickets

In addition to theatre classes, each year SCA secondary theatre produces three shows: a combined 7-12th grade musical, a junior high production, and a high school play production. Students may participate either as actors or as part of the student-led crew. At the end of the year, 9th-12th grade students may be involved in the production of the One Acts and Senior Showcase led by Theatre Rep students. These productions may be known works or scripts written by Theatre Rep students.

Before musical auditions, **one day of audition prep** is offered in the HS Music room where attendees can get to know the SCA Theatre Directors, ITS officers and crew leads. Audition tips about songs, choreography and stage presence are given, plus help in choosing a song or monologue.

A parent meeting will be announced within the first few weeks of rehearsal, so watch for those SCA Theatre emails.

TIMES

Show	Who can participate?	Auditions	Performances
Secondary Musical	7th-12th students	Aug. 21, 24-25: 3-5pm Choir & Band Rooms	Thursday, Nov. 12 @ 7pm Friday, Nov. 13 @ 7pm Saturday, Nov. 14 @ 2 & 7pm Friday,, Nov. 20
SH Play	9th-12th students	November 16-17: 3-5pm Fieldhouse Conf.	Thursday, Feb. 18 @ 7pm Friday, Feb. 19 @ 7pm Saturday, Feb. 20 @ 2 & 7pm
JH Play	6th-8th students	Late January Fieldhouse Conf.	Thursday, April 1 @ 7pm Friday, April 2 @ 7pm Saturday, April 3 @ 2pm
One Acts & ITS Induction	Theatre Rep and select 9th-12th students	TBD by Theatre Rep	Saturday, May 9 @ 2pm

TICKETS

All tickets are sold at the Secondary Office, through the promoted digital platform, or at the door.
Prices are subject to change.

- Musicals: $12, reserved seating platform
- HS Play: $10, reserved seating platform
- Junior High play, Theatre Repertory class plays, and One Acts: $7 and General Admission (no reserved seating)
- For General Admission productions, no one is permitted to save seats prior to the seating area opening to all guests.

- Cast and crew are encouraged, but not required, to promote the event to churches, businesses, families, and friends in their social circle.

By focusing on works that have historical importance and critical recognition, the plays and musicals produced by SCA Theatre give students a solid foundation for future college and/or community theatre work, and train them in critical and analytical thinking about the arts within their Christian worldview. Students are encouraged to stretch their theatrical abilities by being involved in a variety of positions on and off stage.

How to Join a Cast

- Watch for fliers or announcements that auditions are being held.
- **Sign up** for auditions on the Theatre Talk bulletin board.
- Arrive for auditions early, and **fill out the proper forms*****. Be sure to properly record any conflicts with weekly rehearsal times (Monday, Tuesday, Thursday, Friday 3:05-5:30). Conflicts include medical appointments, athletic practices (SCA or otherwise), family vacations, etc.
- **Participate in the audition**. (The audition will involve a cold read of excerpts from the script and a song from the libretto, and/or learn then perform a short dance in a group. All copywritten information (script/song) will only be available at workshops and auditions.)
- If asked, participate in the callback audition.
- **Check the final cast list**, posted on the Theatre Talk bulletin board.
- Attend the first rehearsal, which is usually the next day of school after the final cast list has been posted.

*** There is a dual-activities form that must be filled out, and your strongest preference declared, so your Director and Coach can work together to allow you to participate in both activities. Everyone will work together to allow you as much access as possible to the areas you love, however availability can influence casting. Be wholehearted and clearly indicate conflicts so your team and cast are well represented. No performances can be missed, and show week rehearsals are mandatory.

How to Join a Crew

- Watch for fliers or announcements that auditions are being held.
- **Fill out the Crew Form** from the Theatre Talk bulletin board, the Director, or the current Stage Manager(s).
- Carefully read the job descriptions and reflect on your abilities and availability, fill out the form and return it to the Director or the Stage Manager(s) by the due date. Please note any scheduling conflicts as indicated on the form.
- The Theatre Director will approve your name for consideration, and various crew members will weigh in on a discussion as to where the student can best serve and develop their skills. You will be notified and congratulated personally, and your name and designation posted with the crew at the beginning of each school year, and possibly, if vacancies come open, at the beginning of a semester or new show run.
- Attend the first crew meeting to get more information about your assigned job.

SCA Theatre Crew Jobs

Job	Description	Time Commitment
Assistant to the Director*	Assists with costumes and tech, directs scenes, misc. responsibilities	All rehearsals from now until the show, meetings on Wednesdays, Saturday rehearsals
Stage Manager*	Leads backstage crew, assists director daily with production	All rehearsals from now until the show, Saturday rehearsals
Student Choreographer	Assists the Head Choreographer: may be assigned groups or scenes to develop under the direction of the Head Choreographer and Director. Will teach steps to absentees, helping them assimilate into the group. Will polish dance scenes, especially after the HC has blocked a dance, and cannot be there for every rehearsal. Advanced dancers will also dance principal focus parts in the ensemble	Rehearsal most days and all tech and show week. Could call emergency dance rehearsals on a Saturday
Stage Manager's Assistant	Attends most rehearsals, reads for absent actors, assists stage manager	Rehearsal most days, plus meetings on Wednesdays, Saturday rehearsals
Tech Lead	Operates stage lighting/sound from the booth during performances	One rehearsal a week when not on stage, all rehearsals on the stage, some Saturdays
Tech Operator/Trainee	Trains to assist lights and sound crew	One rehearsal a week (check-in with lead, all rehearsals for the month leading up the show, some Saturdays
Set Designer* Set Building Crew	Designs/builds set with the help of parent crew	Designer meets with the director ahead of time, crew builds/paints set on 3-5 weeknights/Saturdays
Dramaturg	Researches the events, fashions, and facts about the time period, presents info to director and cast	Time at home (internet/library) researching the background of the play, several rehearsals to talk with actors/director
Costume Manager*	Locates, creates, designs, and organizes costumes; helps with costume changes during show	All rehearsals for the month leading up the show, some Wed. meetings, some Saturdays
Costume Assistant	Helps organize costumes, and assists with costume changes during show	All rehearsals for 2-3 weeks leading up the show, some Wed. meetings, some Saturdays
Props Master*	Locates, creates, and organizes all props; part of the backstage crew	All rehearsals for the month leading up the show, some Wed. meetings; time spent locating and creating props, some Saturdays
Props Assistant	Assists the prop master in locates, creating, and organizing props	All rehearsals for the 2-3 weeks leading up the show, some Wed. meetings, some Saturdays
Head Stagehand/Stagehand	Changes the set, moves furniture, assists backstage	All rehearsals for the 3 weeks leading up the show, some Saturdays
Make-up & Hair Manager*	Stocks supplies, designs hairstyles and make-up, leader of assistants	Misc. rehearsals, attends all rehearsals for the 2 weeks leading up the show
Make-up & Hair Assistant	Applies make-up, styles hair	Dress rehearsals the week of the show
Publicity Director	Creates the publicity (print and social media) for the show	Misc. meetings with the director
Emcee (can be admin)	Does pre-show announcements	Attends dress rehearsals (week of the show)
House Manager	Head of the ushers and liaison between the tech crew and stage manager	All performances (an hour early)
Usher	Show people to their seats	All performances (an hour early), plus training

***High school students only for High School Productions**

Exceptions may be made according to the director's discretion.

Participation and Behavioral Guidelines for Cast and Crew

Theatre etiquette has a major impact on the entertainment industry, and will be expected in the way our actors, crews, and directors interact. ***The Stage Actor's Handbook, Traditions, Protocols, and Etiquette for the Working and Aspiring Actor*** by Michael Kostroff and Julie Garme, plus additional sources, will be referenced in SCA Theatre classes and taught through skits and instruction in rehearsals. These guidelines are in addition to those presented in the SCA Student Handbook.

CASTING

If the cast or crew member also belongs to a sports team, debate, or special club, they must fill out and return the Dual-Activity Form before students can be officially cast. Availability will influence placements in the cast, however, every effort will be made to give each participant a quality experience. Please see the back of this booklet for that form and others. The director(s) recognize you may have many interests, but it is unfair and frustrating to the rest of the cast/crew to be dishonest in which activity is your priority. **Failure to submit or follow the Dual Activity agreement can result in a change in casting.**

However fun it may seem to pre-cast the show in your mind, *once the cast list is posted, all of your energy should go to congratulating the cast, and giving your all to the position you are entrusted with.* Private tears are understandable, but the show's success is everyone's responsibility. Parents can help with encouraging their students and developing resilience in times of disappointment. Directors shed their own tears over these hurts, so please support the decisions, and find joy in the memory making activities ahead.

Never try to influence any of the directors in casting a show: they can see options that you are not aware of, and it is bad form to place yourself, or your bestie, above another actor.

COMMUNICATION

Your Director will communicate frequently through the school approved communications emails. Please read these important updates before the next rehearsal as schedules, costumes, food, and event notes are given out in a timely manner so you have advance notice.

ATTENDANCE

It is expected that cast and crew members minimize conflicts during rehearsal, but we know that sickness, doctor's appointments and other events sometimes conflict regardless of your best efforts. However, cast or crew members with an unreasonable number of absences or a sudden conflict with dress rehearsals/performances may be replaced, according to the director's discretion.

- All absences must be approved by the director(s) and your parent(s)/guardian(s). Absences should be noted on the cast/crew information form at auditions. **School policy indicates that cast and crew members must be present in school at least 4 hours that day to be eligible to rehearse/perform that evening.** Please be aware that everyone is needed to produce the show: you are expected to honor everyone's time and commitment to the final production and the audience's expectations.
- To participate in the cast or crew, students must not have an F in any one class, or have Ds in any two classes. Students whose grades dip below that line may be expelled from the cast/crew or be put on academic probation. All grade requirements reset each semester.

SAFETY

The available theatre space often requires students to travel between buildings, work in groups of students, and/or be out of an adult's line of sight for short times. In all areas, students should conduct themselves safely.

- Students are not permitted to pair off in a boy-girl group at any time. As much as possible, students should work in groups no smaller than 3. Dating couples should not work alone or with another couple.
- Leave valuable belongings and electronics at home or locked in your locker or car trunk. We are not responsible for broken or stolen belongings.
- Do not take pictures or videos in changing rooms or bathrooms. Do not take pictures deemed embarrassing by the student(s) featured in the photo. Do not post pictures or videos of students and/or staff online without permission of the people featured AND the director.

DECORUM for all theatre rehearsals and events

Failure to comply with these expectations can result in removal from a part or the production.

- Leave personal problems outside the stage so that your problems do not distract from the creative work being done on and backstage.
- Do not cut or color your hair or otherwise alter your appearance between the first rehearsal and the final performance. Approval for alterations of this kind must be obtained by the director in advance. Physical appearance can affect *some* casting decisions.
- Language and behavior on and off stage should reflect Christian character, and not make any cast or crew member feel uncomfortable or afraid. Students' behavior regarding profanity, public displays of affection or other behaviors should be in line with the student handbook.
- Cell phone usage by cast or crew during rehearsals and performances is prohibited, unless when sanctioned by the director. Cell phones are kept on a table nearby for emergencies only. Parents, please leave a text so your student can respond discretely when off-stage.
- All other school handbook rules regarding behavior apply during after school/weekend rehearsals. Student conduct at after performances celebrations should reflect Christian behaviors of courtesy and respect.
- **Reflect Christ in all you do:** Pay for your meal and leave a tip when at a restaurant. Thank the host and hostess at a cast party and remove your personal items when you leave. Be picked up when the rehearsal, show, or party time ends so directors or hosts can leave or retire to bed.

REHEARSALS

- **Arrive on time**. If you must wait, use the time for study, analysis, homework, or work with a scene partner. A 3:05 p.m. call means that rehearsal begins at 3:05 p.m.
- **Dress appropriately** for rehearsal. School dress code does not apply after 2:55, however, you need to dress properly for rehearsal: no flip flops or loose shoes, no revealing or overly tight clothing, no pajamas or short-shorts, and no clothing with suggestive or otherwise inappropriate messages. If it is a musical rehearsal, come with the proper shoes for dancing.
- **Be prepared** with script, sharpened pencils, and a positive, respectful attitude. Watch what is happening onstage, and be ready before your call to the stage.
- **Rehearsals are expected to be quiet** and free from chatter so the directors, theatre, music, and choreographer, do not have to waste their valuable time and energy getting your attention. People are fired for this lack of courtesy in the industry. Be still. Show respect.

- **Do not direct the directors**. The main director has the responsibility of the entire look, sound, and feel of the show, and it is their vision that is to be followed. This precept is not ego driven, it is their responsibility and is professional standard.
- **Do not direct or give 'helpful' notes to your fellow performers**.

The language of theatre will be taught quickly: pay attention and ask an ITS member privately if you need clarification. They will be introduced, have authority from the director to help you follow protocols, and they will be courteous and helpful, not bossy or condescending.

A note about Traditions: every theatre company develops traditions that are meaningful to those who set them in motion. Sometimes they adapt over time to meet the needs of the current company. Please be flexible and understanding that the show and the audience come first, so timing and content may be adjusted year to year. ITS officers will have input and discussion with the Directors about priorities: rehearsal comes first, and the scheduled tradition.

Remember, there are no small parts: everyone is needed, important, and celebrated.

SHINE for Jesus where HE has placed you!

Technical Theatre Safety and Policy Sheet

The following safety rules and conditions apply to those areas of the SCA elementary commons and/or equipment designated as potentially hazardous. Before participating in any tech activities, students must complete prerequisite training and have an emergency medical authorization and *Extracurricular Crew Permission Form* (page 19) on file with the Director or Technical Director.

General Safety Rules

- **Clean and orderly work areas and equipment** are fundamental to accident and fire prevention. Assigned work areas and equipment are to be cleaned and placed in order by each user at the end of his use or the end of each work period.
- **Be Alert.**
    - No headphones/earbuds are to be worn while in theatre spaces.
    - Horseplay is forbidden.
- **Know your equipment.**
    - Do not operate equipment for which you have not been trained or approved.
    - Any tool is to be used only for the purpose for which it was designed.
    - Defective tools must not be used. Turn them in for repair/replacement.
    - Eye protection is to be worn at all times by all individuals using power equipment that generates dust and/or fragments. Hearing and other forms of protection devices are also available and recommended.
    - Jewelry, ties, and any apparel which in the opinion of the Technical Director is hazardous, must not be worn while working tech. All workers must wear full shoes (no sandals). Long hair must be secured when working with power tools. Medallions or other jewelry hanging from the neck must not be worn when working with power tools.
- **Supervision is a must.**
    - Performing arts technical facilities may not be used unless the Director, Technical Director or his/her designated adult representative is on duty. There must be at least two individuals present at all times when these facilities are in use.
    - Students should get permission before going into the Loft or Theatre House storage areas, and always go into storage areas with a designated adult in groups of three or more.
- **All accidents**, including minor injuries, and all hazardous conditions **are to be immediately reported to the Director, Technical Director or his/her designated representative.**

Safety Rules for Lighting/Sound Areas

- Do not use any equipment or perform any tasks that have not been assigned and explained to you by the Technical Director or his/her designee.
- Never change a lamp, repair an instrument, or work on any piece of electrical equipment while it is still plugged in.
- Wear sturdy, rubber soled shoes and appropriate work clothing to all work calls.
- Eating or drinking near the light board, sound board, and lighting equipment is prohibited.
- Do not work unsupervised, especially when working on the lights or on ladders. Never work alone in the theatre.
- Use a wooden or fiberglass ladder, not metal, when focusing or doing any electrical work.
- Before going up a ladder to the lighting area, empty your pockets of all loose change, keys, etc.

- All crescent wrenches must have a safety tie line attached to your body when working over the stage or over the house.
- At the end of each work day, all tools and materials are to be returned to their proper places and all areas left clean.
- The SCA Toolbox should be locked at the close of each work session, and the key returned to the Tech Director or Director.
- Be sure that you know the locations of all fire extinguishers and know all shut down procedures in the event of fire or other emergency.

Construction Crew

- Working on the set will offer students practical experience in scenic construction.
- Students must get the Director's or Tech Director's permission to bring in any tools for construction. These tools should be stored in the student's car until rehearsal begins, not in the student's locker or backpack.
- **All students must have a completed emergency medical form and participation permission form on file with the tech director before working on the set.**
- Report to the director or Set Director(s) or Director for assignment.
- Clean up your work area and equipment when the assigned task is complete or before you leave for the day.
- Never use tools that you do not know how to operate safely. Ask for instruction.
- The SCA Toolbox should be locked at the close of each work session, and the key returned to the Set Director(s) or Director.
- Wear appropriate safety equipment when using tools.

Ladders

- Ladders should be safely transported from and back to storage, using the appropriate number of students. An adult must be present for students to use any ladders.
- Before any ladder or scaffolding is used, it should be inspected to assure that it is in safe condition. A chair or box should never be substituted for a small ladder.
- Tools or other objects should be secured against falling while work is being performed from a ladder. Such items should never be left on a ladder, dropped, or pitched to another worker.
- After use, ladders should be returned to the proper storage area.

- - - - - - - - - - - - - - - *Sign and Return the Statements below.* - - - - - - - - - - - - - - -

Student Signature: I have read the policy above and will follow it to provide safety for myself and others.

Printed Name_____ Signature _____

Parent Signature: I have read the policy and will encourage my student to follow it at all times.

Printed Name_____ Signature _____

Parent contact information in case of an emergency:

SCA Theatre Participation Fee*

All students participating in an SCA production will be charged a Theatre Participation Fee for each production. **This fee will be automatically withdrawn using your SCA FACTS account once your student has joined cast/crew.** Official billing generally occurs 2-4 weeks prior to opening night.

Musical cast: $150.00
Play (JH & HS) cast: $120.00
Crew Cost: $100.00 (Approximate and only applies if they are not in the show: Lights/sound, props, costumes, hair and make-up crew)

The fees cover the following expenses in addition to paying directors and honoraria:

Category	Description	Fee
Food	3-5 meals during tech and show week	$9/meal
Food	Rehearsal Snacks during show week We welcome generous donations of store-bought or home-made treats throughout rehearsals. Please contact the director before donating food so food allergies can be communicated.	$3/snack
Merch/Promo	Cast T-shirt All cast and crew receive a show shirt, however, the "extras" cannot be sold, according to the show publisher guidelines.	$22
Production	Script rental/purchase *Musical scripts are rented and must be returned. Students are only charged (via FACTS) for scripts that are damaged or missing.	Play - $15 *Musical - $50
Merch/Promo	Professional video and photograph Photos may be reused and shared by the cast and crew. Most licenses DO NOT ALLOW RECORDING of any kind. Please, do not record and share/post a show as this can jeopardize our ability to produce shows in the future.	$15 if available
Costumes (Cast Only)	Costume Rental, Construction, or Repair While SCA maintains a large costume collection there will be occasions where some special costumes will need to be built. Many cast members and their families have given their costumes back to the collections so others may benefit, and to keep production costs to a minimum. We can often costume an entire company with several changes, and only rent a small portion of what is needed.	VARIES Averages to $20/person
Make-up (Cast Only)	Personal Ben Nye Make-up Kit Every on-stage cast member will have their own make-up kit that will follow them throughout their career. The fee is applied each show to account for replacement or specialty make-up materials.	$27/person
Properties (Cast Only)	While many properties can be reused, all shows have properties that need to be rented, purchased, or created specifically for that production.	$20/person

Additional Costs:

- **Build Day Food:** Students need to bring money or a sack lunch for Saturday or specially called work days. Students may have food delivered to the Elementary Building, have a parent bring/pick up food, or take a short break to get lunch from a nearby restaurant.
- **Concessions:** Parents will be asked to donate treat items to sell during intermission. We cannot, by law, use show art to create or market the treats, but the show themes can be explored to make the experience more fun. When in doubt, ask the director or assistant to check the show publisher guidelines.

These fees are subject to change. Please keep in mind the tremendous amount of supervised and training time given by a number of professionals in these rehearsals.

Many blessings come in every season from people who give time, materials, cheering of the cast and crews with treats, meals, and even monetary donations to the theatre department.

As you hear of these wonderful people, please thank them for going out of their way to enrich our lives.

We call them our Theatre Angels.

Summit Christian Academy Theatre: Cast & Crew Contract

SCA Theatre is dedicated to producing quality shows and relies on the many volunteers who help bring the entire production together. In order to function effectively and efficiently to honor everyone involved in the production, we need to have clear guidelines and expectations.

1) **We expect you to be on time to rehearsal.**
   Rehearsals begin at 3:05 p.m. If you are running late or cannot be at rehearsal due to circumstances beyond your control, please text the DIRECTOR GroupMe chat, which will include the Director, Music Director, and Stage Manager. As a last resort, email lynnaeandersen@sca-kc.org.

2) **We expect you to honor your commitment to the Theatre Department.**
   - Attend the entire rehearsal unless you have listed a conflict with the Stage Manager and Director.
   - More than one unexcused absence may result in dismissal from the production.
   - Give your focus and attention to the rehearsal while you are there.
     (Do not give your focus to your electronics, significant other, or BFF.)
   - Show up prepared to do the work that day; wear the expected clothes and shoes.
   - Listen to the Director(s), Tech Director, Stage Manager(s) and Crew.
   - Listen to the volunteers who are there to make you look and sound your best. Be sure to say, "Thank you for the note," to all directors, and make the volunteers glad they came to help.

3) **We expect you to honor your commitment to your fellow cast members and crew members.**
   - Bring your script and a pencil to every rehearsal.
   - Help set up and clean up rehearsals and build days.
   - Wear appropriate dance/shoes clothing for all on-stage rehearsals.
   - Write your blocking down, as well as any notes the Director(s) gives you.
   - Practice at home what you've learned at rehearsal.
   - Learn your lines and blocking before or by the "off book" deadline.
   - Bring a positive attitude with you: leave your troubles at the door.
   - Encourage your fellow cast mates and set a good example for others.
   - Show respect to the staff and crew members.
   - Read and abide by the *Participation and Behavioral Guidelines for Cast and Crew*

We are all a team, working together to accomplish a fantastic production. You have been cast because we see the potential and skills God has given you. Let's work together and have fun, but let's get the work done well so we can celebrate the polished performances.

Publisher permissions on show videos vary according to licensing agreements, and stiff fines, loss of employment and future banning of an entity to rent shows has happened to wayward theatre houses, so please do not post any video of any show, even if we have been able to purchase video rights: they are contained to the manner in which you have viewed them.

Parents: please print or sign the small page and return that with your student to the director, preferably during the audition process, but also realize that by allowing your student to audition, we regard that act as agreeing to the requirements of this theatre handbook.

CONTRACT SIGNATURE FORM:

to be returned, signed, during the audition process

I have read the SCA Theatre Handbook. I understand that I am making a commitment of time and energy to SCA Theatre, and my fellow cast and crew members from *Auditions* to *Set Strike*. I wish to accept the role I have been cast in, and accept the commitment and responsibility that comes with it.

Print Student's Name _____

Student Signature_____

Print Parent or Guardian Name(s) _____ _____

Parent Signature _____ Date_____

SCA Theatre Parent Crew Form

Parent Involvement in SCA Theatre Productions

In the SCA Theatre department, we consider parents a vital part of each successful show. Without parental support and volunteerism, we would be unable to sustain the quality of our productions. Our expectation is that parents of cast members and select crew members volunteer to assist with various facets of the production. **A Google form of this document is available on the theatre website.**

Volunteer areas include, but are not limited to:

- Parent coordinating (organizing and contacting the parents)
- Box Office (ticket table)
- Advertising – finding businesses who want to advertise in our program, getting info to the businesses, having ads sent in, etc.
- Cast/crew crowd control backstage before/during performances
- Building/tearing down the set
- Painting/decorating the set
- Prop/furniture location or transportation (need large vehicle)
- Costume location, creation and/or alteration
- Helping with meals for cast/crew during production week (cooking, serving)
- Running concessions during performances
- Cappies room decoration and food preparation
- Clean-up after performances (commons, make-up room, etc.)

Most communication regarding parent crew is distributed via email, so please be sure to keep your address updated and check your inbox often. If you have any questions, please email Mrs. Andersen at lynnaeandersen@sca-kc.org.

Email or send in this form with your student. Printed copies will be available at auditions, parent meetings, and on the theatre Google site.

Parent Name_____

Contact Information _____ phone_____

Spouse's Name _____

Contact information _____ phone_____

Student(s) name _____

Areas you would be interested in volunteering:

_____

Areas your spouse would be interested in volunteering:

_____

We can't do it without you! Thank you! ☺

Extracurricular Crew Permission Form
Summit Christian Academy Theatre
Emergency Medical Form

Your student has been accepted on to Tech, Set Building, or Backstage crew of an SCA Theatre production.

Work environment includes:

- Students working on ladders, scaffolding, and heights exceeding 20 feet
- Students may be asked to assist in lifting/moving heavy or large objects
- Students may be working with power tools, equipment, and electrical systems
- Students working in an environment that will require strict adherence to all safety rules and instructions in order to avoid injury to themselves or others

Required student-provided materials prior to participation:

- Paint Clothes: Set of clothes that students can get paint on
- Closed toe shoes: protection of feet

Student responsibilities include, but are not limited to:

- Shoes or boots must be worn while working on the set or tech. No sandals or open-toed shoes.
- Long hair must be pulled back and secured.
- Students must conform to all safety rules and instructions at all times. *(See Technical Theatre Safety/Policy Sheet in the SCA Theatre Handbook)*
- Students must conduct themselves in a safe and productive manner at all times.

Summit Christian Academy may remove any student from SCA Theatre activities should they fail to follow instructions or safety rules.

I have reviewed the above with my child. I understand and agree to the requirements and grant permission for my child to participate in Extracurricular Crew:

_____

Student Name

_____ _____ _____

Parent (guardian) name Parent Signature Date

_____ _____

Parent email Parent Phone #

SUMMIT CHRISTIAN ACADEMY
DUAL ACTIVITY GUIDELINES

When a Student chooses to participate in more than one activity in a season, although every effort is made to avoid it, conflicts in the schedule will occur. It is important that these conflicts be resolved with open communication between the Student, Coach/Director, and Activities Director. The affected parties should work together to resolve the conflict with the Student's best interest as the primary focus. The purpose of these guidelines is to aid the Student, Coach/Director, and the Activities Director in resolving these conflicts ahead of time so they don't become an issue later.

Coaches and Directors should meet with and communicate to the Student their responsibilities regarding practices, performances, and competitions prior to the athletic season or co-curricular activity. With that in mind, the following should be considered...

- The Coach, Director, and Activities Director should investigate prior to the start of each season any potential conflicts that might occur. Careful attention should be given to the members involved in multiple activities that having concurrent activities.
- Consideration should be given as to the impact a Student has on a particular activity.
- If there is a conflict between a practice and competition/performance the expectation would be for the student to attend the competition/performance.
- A Student should never receive negative comments or repercussions from the Coach or Director as a result of a decision.

If the events in conflict are of the same priority level in these guidelines, the Coach and Director involved with the Student in conflict should meet with the Activities Director to discuss the conflicting events and reach a decision that is best for the Student.

The following grouping of activities sets the priority levels for Coaches/Directors and Administrators to use in resolving Student participation conflicts. Activities have been tiered into three levels. Level 1 Events take priority over Level 2 and 3 Events, and Level 2 Events take priority over Level 3 Events. Additionally, events within each level are listed ranking order.

Level 1 Events

1. National Competitions and/or participation.
2. State Competitions/Festivals/Performances sponsored by MSHSAA or recognized state professional organizations.
3. Quarterfinal/Sectional/District Competitions/Festivals/Performances sponsored by MSHSAA, Major annual events within the school (i.e. School Play).

Level 2 Events

1. Individual School Concerts, Show Week Dress Rehearsal, Conference events, Tournaments, Multi-School events of four or more.
2. Multi-school events of three or less, Regular Season Contest, School Play Practice 1 week before Show.

Level 3 Events

1. Regular Practices and/or Rehearsals outside regular school hours, School Play Practice 2 weeks before show.
2. Festivals/Performances for participation only.

Students who participate in two activities during the same season will only be permitted to do so if both the Coach(es) and Director(s) are in agreement and the Student and his/her parents or guardian sign a Dual Activity Agreement form. The agreement shall include allocation of practice time and athletic event participation based on the published schedule.

SUMMIT CHRISTIAN ACADEMY
DUAL ACTIVITY AGREEMENT FORM

I, _____, wish to participate in _____ and
Student Activity

_____ for the _____ season in the year _____.
Activity Fall/Winter/Spring

I declare _____ to be my preferred activity when scheduling conflicts arise.
Activity

1: Description of how practice time will be allocated (use separate sheet of paper if needed)…

2: In the case of a postponed event being re-scheduled on the same date as an event in the other activity, how will it be determined which event the Student will participate in that day?

3: The below table indicates conflicting dates and which interscholastic events the Student will participate for SCA on those dates (use separate sheet of paper if needed)…

Date	Activities in Conflict	Event	Conclusion

4: By signing below, the Student, Parent/Guardian, Coach, Director, and Activities Director have read the Dual Activities guidelines policy and agree to the schedule and conditions outlined above…

_____ _____
Student/Athlete Date

_____ _____
Parent/Guardian Date

_____ _____
Coach/Director Date

_____ _____
Coach/Director Date

_____ _____
Activities Director Date



Summit Christian Academy

Theatre Handbook

Summit Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school administered programs.