

Putnam City High School



Theatre and Debate Handbook 2018-2019

Team Member Name

Putnam City High School
2018-2019
Theatre and Debate Calendar
as of 08/12/18

AUG 16 | 1ST DAY OF CLASSES 2018-2019
AUG 21 | DRAMA & DEBATE PARENT MEETING
AUG 23 | AUDITIONS FOR ONE ACT PLAY
AUG 24 | ONE ACT PLAY CALL BACKS
AUG 27 | ONE ACT PLAY REHEARSALS BEGIN
AUG 31 | NO SCHOOL - PROFESSIONAL DEVELOPMENT
SEPT 3 | NO SCHOOL - LABOR DAY
SEPT 7 | DRAMA & DEBATE OFFICER ELECTIONS
SEPT 17 | FIELD TRIP DRAMA & DEBATE DEMO DAY (@ CAMERON U.)
SEPT 30 | DRAMA/DEBATE FRESHMAN CAMP (9AM - 3PM)
OCT 4 | ONE ACT PLAY PERFORMANCE (7PM @ PCO)
OCT 5 | ONE ACT PLAY PERFORMANCES (9AM & 7PM @ PCO)
OCT 11 | ONE ACT PLAY REGIONAL CONTEST LOAD IN
OCT 12 | ONE ACT PLAY REGIONAL CONTEST
OCT 15 & 16 | PARENT TEACHER CONFERENCES
OCT 19 - 22 | NO SCHOOL - FALL BREAK
OCT 26 | STATE ONE ACT LOAD IN (IF WE MAKE IT)
OCT 27 | STATE ONE ACT COMP (IF WE MAKE IT)
NOV 2 & 3 | WESTMOORE HS SPEECH & DEBATE COMPETITION (REGIONAL QUALIFIER)
NOV 9 | VETERAN'S DAY ASSEMBLY
NOV 19 -23 | THANKSGIVING BREAK
DEC 3 | READERS THEATRE NIGHT (LOCATION TBD)
DEC 7 & 8 | CHOCTAW HS SPEECH & DEBATE COMPETITION (REGIONAL QUALIFIER)
DEC 20 & 21 | FINALS
DEC 21 | 12 DAYS ASSEMBLY
DEC 24 | FIRST DAY OF WINTER BREAK
JAN 8 | CLASSES RESUME
JAN 11 & 12 | CROSSING CHRISTIAN SCHOOL SPEECH & DEBATE COMPETITION (REGIONAL QUALIFIER)
JAN 21 | NO SCHOOL - MARTIN LUTHER KING DAY
JAN 25 & 26 | EDMOND SANTA FE HS SPEECH & DEBATE COMPETITION (REGIONAL QUALIFIER)
FEB 1 & 2 | NORMAN HS SPEECH & DEBATE COMPETITION (REGIONAL QUALIFIER)
FEB 8 & 9 | DEER CREEK HS SPEECH & DEBATE COMPETITION (REGIONAL QUALIFIER)
FEB 15 & 16 | MOORE HS SPEECH & DEBATE COMPETITION (REGIONAL QUALIFIER)
FEB 22 & 23 | NORMAN NORTH HS SPEECH & DEBATE COMPETITION (REGIONAL QUALIFIER)
FEB 25 - MARCH 1 | DISTRICT SPEECH & DEBATE COMPETITION (NATIONAL QUALIFIER)
MARCH 8 & 9 | REGIONAL SPEECH & DEBATE COMPETITION (STATE QUALIFIER)
MARCH 14 | MUSICAL PERFORMANCE (7PM @ PCO)
MARCH 15 | MUSICAL PERFORMANCE (9AM & 7PM @ PCO)
MARCH 18-22 | SPRING BREAK
APRIL 4 - 6 | STATE SPEECH & DEBATE CONTEST
MAY 4 | PC SCHOOLS FINE ARTS FESTIVAL
MAY 10 | DRAMA & DEBATE BANQUET
MAY 23 | LAST DAY OF SCHOOL
YOUTH AND GOVERNMENT DATES ARE TBD

* Indicates an overnight/travel tournament
** Indicates Nationals Qualifier

I. Introduction

The Putnam City Drama and Debate Team welcomes you to a time honored tradition in education. Competition in drama and debate (forensics) allows students the opportunity to challenge their intellect and achieve the highest skills in performance and rhetorical training. It is the Putnam City Drama and Debate Team's goal to help students develop these abilities in appropriate and challenging ways.

The mission of the Drama and Debate program at PCHS is to enable students to be fluent, effective communicators and lifelong learners who have an understanding of themselves and the world around them.

Pride, discipline, respect, and teamwork are qualities that are expected from every team member. Only by discipline, hard work, and commitment to excellence can we hope to achieve our full potential. You will find that your hard work to achieve these characteristics will serve you well in the years to come.

The following guidelines are provided so that there will be no misunderstanding as to what is expected. Please read these rules and policies very carefully. You are responsible for knowing them. Ignorance of a stated rule does not absolve you of responsibility for your actions. Your parents should also read these rules and policies. You and your parents will need to sign the forms that indicate both you and they understand the rules and will abide by them. They apply to every person on the squad, take pride in obeying them, and help to enforce them.

Welcome to the program and I look forward to working with each of you and anticipate a year of much success for our program!

Sincerely,

Daniel L Smith
Director of Theatre and Debate

II. General Squad Rules & Guidelines

Perception of what kind of people we are is determined, in large part, by impressions of us outside the competition. PC will present students that are tough competitors, polite, courteous, kind, and professional in our behavior in order to avoid problems, here are the guidelines you are expected to follow at all times.

1. Act like ladies and gentlemen. Good manners, courtesy, and respect make us all a great deal easier to be around. Please do not talk poorly of any competitors or judges, especially at a tournament. You never know who might hear you.
2. Get homework completed. When you miss school for a tournament (or any other reason), make sure you get your homework (before you leave, if possible) and get it done and AND handed in.
3. Always make sure that your coach has copies of your material(s) (copies of your scripts, speeches, etc.) before you leave PCHS. The OSSAA rules state that your material can be questioned at any time (not just @ Regionals/State), and if we cannot provide a valid copy, you will be disqualified.
4. Be helpful to other team members. Listen and offer suggestions.
5. Watch your teammates, you will be surprised at how much you can learn from them. However, never go to a round to watch a friend unless you clear it with that person.
6. Always have your pieces ready to go. If you show up unprepared, you will be dropped from the event and/or tournament and will be responsible for any drop fees incurred.

III. In the Classroom

1. Golden Rule: Do unto others, as you would have them do unto you.
2. Respect: The school, the other students, the property, me and above all else, respect yourself.
3. Bring supplies to class and be ready to work when the bell rings.
4. Clean up your area before you leave class!
5. Language: We are professionals, let's act like it.
6. Follow all class and school rules.

IV. In the Theatre/Rehearsal Room

1. Be on time and dressed for rehearsal! If you're early, you're on time. If you're on time, you're late. If you're late, you're fired. You may wish to arrive early in order to change and warm up. Rehearsal begins at the posted time, meaning the posted time is not when you start getting ready for rehearsal. Rehearsal dress means movement friendly clothing (Dance/gym wear with hair pinned up and out of the eyes. No jewelry!).
2. If you miss more than three rehearsals you are out of the show. Three tardies count as one absence. You receive a rehearsal calendar well in advance, plan accordingly. Doctor visits, dentist visits, or even visits to your Nanna will not be excused. Only conflicts posted on your audition slip will be considered.
3. I will teach you a few warm ups for voice and body. It is your job as the actor to make sure your instrument (body, voice, and mind) are ready to go at the start time. It is best to arrive early and do what you need to do to get *present* in the space.
4. Know your lines! Learn them and learn them quickly. A good rule to follow is that once a scene has been blocked, it should be memorized before the next rehearsal.
5. Write down your blocking in your script! Always have a pencil with you at rehearsal and tuck it behind your ear. There is no excuse not to know and have written down your blocking.
6. Bring paper and a pencil to write down notes from the director. ALWAYS WRITE DOWN YOUR NOTES. As an actor it is your job to strive for the best performance for the audience. Part of that process is reviewing your notes nightly and incorporating them into your personal rehearsal.
7. Rehearse at home and bring in ideas to try in the rehearsal room.
8. What happens in the rehearsal room stays in the rehearsal room! It is imperative that rehearsal be a safe space where artists can take risks. Don't make fun of your peers. It takes a lot of guts to put yourself out there.
9. Take pride in your space and your work. Help keep the theatre clean by not bringing food or drink into the dressing rooms, on stage, back stage, in the audience area, or in the booth. Clean up your dressing area at the end of each rehearsal/performance (hang your costumes appropriately, wipe down counters, and properly store your makeup and belongings. Any costumes not hung properly will be taken up by Mr. Smith. You will pay \$5 to get it back.
10. All cast and crew must stay late after the performance for strike! (Taking down and storing the set, cleaning the dressing rooms, putting costumes in laundry bags, cleaning the theatre, and cleaning and shutting down the booth. You will have an assigned job for the strike. With everyone's help it should go quickly).
11. Crew must always wear closed toed shoes with a sturdy sole and ankle support. Solid black attire must be worn during dress rehearsals and performances. No logos.
12. Attendance issues, not knowing your lines, not being courteous and professional, horseplay, and other behavior issues are grounds for dismissal from the production. This applies to both cast and crew.

V. To & From the Tournament/Field Trips/Youth and Government

1. Students will go to and from the tournament or field trip via transportation provided by the school. The only exceptions will be based on school policy.
 - a. Be sure to clean the school transportation before exiting.
 - i. Check for speeches, research, clothing, cuttings, etc.
 - ii. Unload everything you are responsible for!
2. Be on the bus/van at the appointed time with your gear loaded. If you're early, you're on time. If you're on time, you're late. If you're late, you're left behind.
3. No screaming or horseplay on the bus/van.
4. Remember your headphones...some may not share your taste in music.
5. Smoking, drinking, or any other illegal activities will not be tolerated.
6. No one is to leave the contest site unless with a sponsor from PCHS.
 - a. Parents must make prior arrangements to pick up a student at the tournament.
 - b. Prior arrangements means well in advance, not notification the day of.
 - c. You may leave after Mr. Smith or an officer has seen your parent/guardian.
 - d. Students are expected to remain at the contest through the awards assembly.
7. Bring extra supplies (pens, paper, etc) to a tournament. When you hear a good piece/argument, write the idea down. (Get sources if at all possible).
 - a. It is a good idea to bring homework, reading books, board games, snacks, etc

VI. At the Hotel

1. Room assignments will be made by Mr. Smith and will not be changed except by him.
2. At no time will 1 boy & 1 girl be alone in a room.
3. Any damages that occur in the room will be the responsibility of those assigned that room. If there is a problem with the room, report the damages to Mr. Smith immediately.
4. No smoking or tobacco use in rooms or at the tournament site! You can be disqualified from the tournament and can risk disqualification of the entire team. The OSSAA and Putnam City High School will be notified, and actions will be taken.
5. No alcohol or drugs — permanent expulsion from the team, notification of school and authorities will result.
6. No horseplay at the hotel — you are adults, act like it. You will be given a curfew and doors will be taped. “anyone breaking tape” will be dealt with.
7. People from others squads have their own rooms, they should stay there and you should stay in yours!
8. Before you leave the room for checkout:
 - a. Clean up your trash
 - b. Double check your room for personal and debate materials.

VII. At the Contest

1. Each student is responsible for finding out where his/her rounds are and for being there on time!
 - a. Know your school number
 - b. Double check the room #
 - c. Know your judge(s)
 - d. If you have a conflict, go to *each* room and write it on the board.
 - e. Check the postings for your name as soon as we get to the tournament.
 - d. If there is a problem with any of your rounds, let Mr. Smith know ASAP.
2. If you bring it to the tournament, you are responsible for it (iPod, laptop, chairs, purses, backpacks, etc)
3. Never leave the room during a performance.
4. If possible, listen to other competitors—you will learn from watching.

- a. Do not go in, perform, and leave. This is rude and will hurt your ranking.
- b. Take notes—write down titles, authors, etc.
5. Do not sabotage other competitors!
 - a. Do not open a door w/o hearing applause or the end of a performance.
 - b. Keep derogatory comments to yourself.
 - c. Do not make distracting facial expressions, noises, and/or movements.
 - d. Rounds are going on almost all the time—quiet in the halls.
 - e. Avoid talking in rounds altogether!
 - f. Do not enter a round once it has started unless you have had a conflict and you are competing in that round.
6. Never go on another school's bus.
7. As a rule, do not ask judges if they are ready, just stand until you have eye-contact with all of them and then begin.
8. DO NOT GRIPE ABOUT A JUDGE OR ANOTHER COMPETITOR AT THE TOURNAMENT!!! Keep quiet until we are off the tournament site! If you do talk about a judge or competitor at the tournament, it will come back to haunt you and our school!
9. Awards assemblies are the culmination of the tournament. We will:
 - a. Sit as a team.
 - b. Clap for other teams, as well as our own. We have a team cheer! You will learn it.
10. Do your best and have fun!

VIII. At the Restaurant

1. Never be rude to the wait staff—even if something is wrong.
2. If there is a problem with the food, talk to me before taking further action.
3. Don't throw food!
4. If you receive service, please leave a tip. Waiters live off their tips and often are required to tip out bus boys, bartenders, etc. You are stealing service by not tipping a waiter.
5. Try not to waste food.
6. Be on your best behavior!

IX. Clothing & Appearance

The dress code will be enforced. Your appearance at a tournament is very important—no matter what event you are taking. This is a professional event, and your judges and/or opponents will not take you seriously unless you dress seriously. Judges will remember you not only by your skills and attitude, but also by how you look. This is like a job interview, so treat it like one. Dress professionally and be a professional!

WHAT TO WEAR

Males

1. If you have a suit—wear it!
2. Dress slacks (no holes or extra pockets)
3. Dress shirt (long-sleeve and tucked in)
4. Tie with a tie clip (Should never be loosened during a round. The tie clip is to keep your tie from flopping around during your performance.)
5. Belt/suspenders
6. Socks (Must be appropriate to the outfit—NO athletic socks)
7. Dress shoes (no athletic shoes of any sort during the round)
8. Freshly showered and neatly groomed appearance.
9. Neat/Conservative hair cut. Must be fixed and out of the eyes.
10. Tattoos and body piercings must not be visible.

Females

1. If you have a suit—wear it!
2. Conservative dress clothes—skirts must be knee length when standing. You may wear dress slacks and blouse as well.
3. Be very cautious of wearing a skirt in an acting events. They limit your range of motion and you risk flashing your judges/the audience.
4. NO midriffs or mini-skirts.
5. Hose must be worn if you decide to wear a skirt. Trouser socks may be worn if you're wearing slacks.
6. Dress shoes (must be closed toed and in a muted color: nude, black, navy, or gray). No stilettos. Avoid heels if you have trouble walking in them.
7. Freshly showered and neatly groomed appearance.
8. Neat/Conservative hair cut. Must be fixed and out of the eyes.
9. Tattoos and body piercings must not be visible. Ladies, you may wear earrings, but only one earring per ear and they should be small/conservative. No other jewelry allowed.

Once you are finished competing you may change into the team t-shirt and neat blue jeans (no holes or frayed ends), or khakis. You must be finished with all of your rounds before changing. If you are not 100% sure that you are finished or that you have been eliminated, then you may not change.

X. Competitive Guidelines

1. Debaters will compete in Extemporaneous Speaking, PERIOD. If you can debate, you can extemp. Plus, it will help your speaking skills and quick wits.
2. If qualified, you must compete at Regionals, State, and/or Nationals.
3. Any student who does not show up for a contest or has to be dropped after registration has been sent in will receive a grade of zero for the tournament and will be responsible for reimbursing the school for the “drop fee,” (usually \$50) **Initials**_____
4. You must prepare for contest by attending after-school practice sessions and rehearsing outside of school on your own.
 - a. There will be weekly practices for debate and extemp. You must attend to compete.
 - b. All other events must perform for Mr. Smith at least once before each tournament.

XI. Money

Debate can be a costly activity. We are given some money from the school, but most of our money comes from you and fundraisers. This year we are striving to have enough money from fundraisers to be able to pay everyone's tournament fees. In order to do this it is imperative that everyone participates in fundraising. Fundraising is required by every theatre and debate student. In the event that you are unable to fulfill your obligation to fundraise, we have no choice but to charge you all of your tournament fees.

A typical local tournament charges our team the following fees:

*Entry fee: \$3 for each individual event, \$5 for individual events/Lincoln Douglas, \$10 for CX and Public Forum teams.

*Judging fees: \$25 per judge, per day. 1 judge per 2 debaters. (This would be \$12.50 each, per day of competition).

Other expenses to consider:

*NFL: If you would like to join NFL (the national honor society for speech and debate) the fee is \$20 and is a one time, lifetime membership fee.

*Food

*Lodging (One tournament out of the year is a travel tournament. Charges may be split equally between participants if fundraising goals aren't met)

*Transportation

(Mr. Smith usually drives a bus or school van, but on occasion we may have to rent a vehicle either from the district or elsewhere. If the funds are not available in the budget, then the cost will be equally divided between tournament attendees)

XII. Fundraisers

1. Each team member is responsible for helping with fundraisers. This includes:
 - a. Any set-up work
 - b. Time working at the event
 - c. If selling items, participants must sell a minimum set by the sponsor.
 - d. Inability to participate in a fundraiser will be considered on an individual basis.
 - e. Students owing money will NOT be competing at tournaments until it's paid.

XIII. Expulsion

1. Leaving the contest site without clearance.
2. Violation of school rules concerning drugs, alcohol, and/or tobacco.
3. Violation of a host school's rules.
4. Creation and/or fabrication of evidence or material.
5. Direct violation of the PC Theatre and Debate Handbook.
6. Failure to compete in a round for the second time.
7. Other conditions may exist that require expulsion. If the case arises, Mr. Smith will determine the outcome.

XIV. Grades

Students involved in competitive theatre and debate will be affected by the Oklahoma Secondary Schools Activities Association's rules governing participation, and Putnam City School district eligibility requirements.

You must be passing all classes to participate. Grade checks will be sent out weekly. If you are on academic probation, you may not be gone for competition that requires any loss of school time. If you are not eligible and are on the ineligibility list on Monday, you are not eligible all week, even if you perform some miracle that magically transforms your grade from an "F" to an "A." Please take care of your school work so that this is never an issue. If you are present at a competition without permission of the coach, you may lose your right to participate on the team and will be escorted out.

Being ineligible for competition is not an excuse for not meeting your tournament requirements. Your eligibility is your responsibility. Remember what you are here for; high school diplomas mean more than debate trophies.

If you are missing school time for a tournament, you must get make-up work before you miss the class.

Consent To Abide By Handbook Stipulations

I have read and agree to the terms outlined in the Putnam City High School Theatre and Debate handbook and I understand the rules/procedures outlined therein. I also understand that if I fail to fulfill the obligations of the handbook that I will forfeit my position in a production or at tournament(s), be liable for any drop fees and/or penalties incurred, and possibly be dismissed from the program with a failing grade for the term. I will take it upon myself to communicate to the Mr. Smith any problems/concerns prior to a conflict. Finally, I understand that when I attend theatre and/or speech & debate activities that I am representing the tradition of PC High School and the excellence it continues to achieve. My behavior will reflect these understandings.

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Permission For Excursion

I, the undersigned parent/guardian of _____,
Name of Student

request that the said student be permitted to engage in all approved speech/debate/theatre activities for the 2018-2019 school year. And as prerequisite consideration agree: That only general supervision of the student in the activity can be given; that neither the school district nor any of its employees are liable for any injury of/to the student during the activity, including use of school or chartered transportation or private conveyance; and to hold the school district and any of its employees harmless on any claim for damages made by or growing out of the above activity, including all expenses of defending same.

Parent/Guardian Signature

Date