

Buchholz High School

Theater Parent Handbook

2024-2025



Contact Information:

Theater Director: Ted Lewis lewista@gm.sbac.edu

BHS Drama Email: bobcatdrama1452@gmail.com

BHS Drama website: <https://www.buchholzdrama.com/>

Find us on Facebook at: <https://www.facebook.com/Buchholz.Drama.Boosters/>

Find us on Instagram at: https://www.instagram.com/buchholz_thespians/

Buchholz High School
5510 NW 27th Avenue
Gainesville, Florida 32606
(352) 955-6702
bobcatdrama1452@gmail.com
www.buchholzdrama.com



Welcome Parents and New Theater Students

So your child is studying Drama/Theater this term at school. You may not be aware of what the subject of Drama entails, so I thought I would write you a note to let you know what to expect.

But First: WELCOME

In Theater we play (a lot) and yes, it is okay that we do. In Theater we play with scripts, props, costumes and even our minds. From our playing stems some of our best material.

In Theater we like to think more about what something could be, rather than what it already is. We think outside the box and relish the opportunity to use our imaginations at any cost. A skill that served us well during the Covid 19 years. We still produced theatrical productions though we shifted to smaller casts and film as opposed to the live stage.

We place creativity at the top of our learning tree, and we know how difficult it is to be truly creative. Regardless of what others may think, we know being creative in Theater Arts makes us better learners in all our subjects at school and it is the one thing for some that keep them in school.

We love what we do in Theater classes so much, we sometimes refer to them as our passion. We learn about human relationships and learn to accept our differences by working closely with classmates and through studying characters in play scripts, or by discovering more about traditions in our own culture and others around the world. We understand what community is just by looking around our class, getting in touch with our emotions every lesson, and using higher order thinking skills like decision-making, interpreting, analyzing, evaluating, and reviewing. We love making things, exploring possibilities and taking risks. We also enjoy sharing our experiences in Drama/Theater with others through dramatizing our own stories and those written by other people. Most of us do not have a problem staying back after school to paint the set for our class play, rehearse scripts at lunchtime with our friends, or even practice on weekends. When you are passionate about the subject you are studying, hard work becomes a challenge to be enjoyed and homework is just plain fun. We wish that we had one whole day per week set aside for Theater/Drama class because most of us simply cannot get enough of it.

In Drama we don't like desks, and we dislike the standard classroom as our Theater classroom. Where's the room to move around and rehearse our plays with 38 desks and chairs in the room? We love space and usually need lots of it. Unfortunately, an active Theater classroom without chairs and desks in neat little rows looks like chaos to the uninitiated. The casual observer shrieks at the apparent lack of structure and learning taking place. But rest assured, we are probably learning more in this class today than those students down the hall asleep or on their cell phones in the back of their lesson listening to the teacher talk on and on and on at the front of the room.

In Drama we make noise and this is where our friends do not understand us. You see, more often than not, we have to make noise in order to produce our plays. We sometimes wish our school administration could sound proof our classrooms or not keep timetabling us next door to the academic classes. They don't like noise, we discovered. It seems no one does. Some of our highest quality work in Drama happens while we are making noise. As a result, we



learn collaboratively better than most students do, problem-solve as much as the Math students, experiment more often than the Science students (we just don't call them 'experiments') and do 'presentations' in class all the time!

Confidence is a life skill every young person needs but few subjects at school actually cater for. We are so confident about confidence we would even argue it is a by-product of our study, yet still offer you a guarantee of obtaining confidence if you study Theater. Some of our students have confidence in spades. These tend to drive their other teachers up the wall but Theater teachers invite it. Other students may begin a course in Theater with little confidence and leave at the end with a healthy dose of confidence that will likely help them in the real world. Too many, the secret is out that studying Theater gives you more confidence but sadly, not everyone understands this.

Those of us in theater often create moments during our study that become life-long memories. Some of us are not always aware of it at the time, but after leaving high school it is often the things connected to Drama that become fond memories for us for years to come. Many of us will find ourselves dreaming in the middle of the night of our high school musical, sitting in the car at traffic lights reciting a random line from a Year 9 Theatrical production, or simply recalling school life as a positive experience because of the people we have met. As Drama is such a collaborative art form, these experiences with others are sure to become rich memories for decades.

Just because things like standardized testing don't fit neatly with aspects of our subject doesn't mean in Theater we don't learn important skills. Some students often study Theater in school even when they have no intention of a career in the performing arts industry or arts education. Those that go on to study Law and Medicine at universities, for example, realize how important language, problem-solving, communication skills and confidence are in those professions. So they still study Theater in college in order to obtain these skills. Not everyone who studies Theater wants to be an actor or a Theater Arts Teacher. The skills we learn in class are universal skills that prepare us for college and life after college as well.

Yours sincerely,

Ted Lewis

Buchholz Drama and Theater Arts Teacher

A decorative graphic at the bottom right of the page consists of several overlapping orange and yellow geometric shapes, including triangles and rectangles, creating a modern, abstract design.



Welcome Buchholz Drama Families,

We are so excited to begin the 2024-2025 season! We welcome you to the world of high school theater! Our mission for the Buchholz Drama Boosters is to create an environment whereby student participation in live theater will be an enriching education experience. This is done by combining the cultural and practical values of literature, music, dance, technical crafts, teamwork, responsibility, mutual respect, self-esteem and confidence. We are solely here to support the program and students!

This year, we have several productions planned, including *Ride the Cyclone* and *Radio TBS*, plus exciting competitions and trips to New York City and London/Paris – it's going to be a great year!

This newsletter contains valuable information such as a line-up of our 2024-2025 productions, a detailed calendar of all events and due dates, information on our competitions, and more.

We'd also like to invite all families to participate in our Sponsorship program. Our productions are entirely funded by sponsorships, as well as sales from tickets, program ads and concessions. There are a wide range of sponsorships available – please consider becoming a sponsor, especially if you have a business and would like to get additional exposure while helping a worthwhile cause. For more information and to see a list of our current sponsors, please go to <https://www.buchholzdrama.com/copy-of-sponsors>.

Finally, we'd like to invite everyone to our Drama Booster meetings. **Dates and times will be announced on our weekly newsletter.** This is typically for parents but students are welcome. We need everyone's help to make this year the best it can be! Please know that our board welcomes your questions!

Thanks!

Heidi Horwitz and Kristina Tomlinson
2024-2025 Drama Booster Co-Presidents
bobcatdrama1452@gmail.com



Information Packet Content:

- Important dates for the 2024-2025 Season
- Lab fees and details
- Expected unexpected expenses
- Rules of engagement
- Volunteer Opportunities
- SBAC Parent Volunteer Information
- Participation Paperwork Checklist
- Photo Release Form ([Fillable Form Link](#))
- 1-day Field Trip Permission Slip (1 page) ([Fillable Form Link](#))
- Request to Transport Students (vital!) ([Fillable Form Link](#))
- Reminder of Driver Paperwork



2024-2025 SEASON IMPORTANT DATES

Below you will find the current dates for the upcoming 2024-2025 season that have been scheduled. TWO important ACTIONS about important dates:

- *Please make sure to sign up to receive our BHS booster newsletter on our website buchholzdrama.com to receive the most up to date information including dates, times, and locations of BHS Theater auditions, productions, competitions and trips in your inbox.*
- *Please know that our drama calendar is updated regularly and is a resource for you on the website front page, buchholzdrama.com.*

Fall Semester Production of *Ride the Cyclone*

Week 1: September 26- September 29 (Thursday - Sunday)

Week 2: October 2-October 6 (Wednesday - Sunday)

Winter Production Radio TBS

Show dates: December 5th-8th (Wednesday-Sunday)

District 12 Thespian Competition- December 12 - 14, 2024 (Saturday) East Ridge High School in Clermont, FL

- See the website link for more information:

<https://www.buchholzdrama.com/competitions>

Cost: Included in Drama Lab Fee (see information page)

Transportation via chartered bus, included

One-Act performs either Thursday or Friday

Chaperones needed for One Act day and Saturday

Buchholz Drama (Troop 1452) participates in a district-level competition each year. Students are judged in performance categories such as acting, vocal and pantomime, and in tech categories such as costume, make up and set design, publicity, play-writing and more. Students who participate are typically at the Honors level.



New York City Trip: Wednesday, January 8, 2025 - Sunday, January 12, 2025

Estimated Cost: \$1,549 plus airfare cost

- See the website link for more information: (New York City Fact Sheet)
<https://www.buchholzdrama.com/newyorktrip>

Performers Showcase: January 17th

A one night “Showcase” where students who score superior will perform their district competition pieces.

State Competition: March 19-23, 2025 (during Alachua County spring break)

Cost: Estimated \$500: includes lodging fees for a 4-day, 4-night competition (meals not included)

Chaperones: needed and cost estimated \$600

For students who received a high score during the District 12 Thespian competition. The program director, Ted Lewis, decides which students will be competing at the State competition. Held in downtown Tampa, students attend the State competition either to compete in individual pieces or to watch others compete. BHS can bring six pieces, but anyone can come on the trip. There are also performance and acting workshops, main-stage performances, scholarship auditions and more.

Spring Semester Production of *TBD* with BHS Band: Show dates April 10th-19th

Week 1: April 10-13, 2025 (Thursday - Sunday)

Week 2: April 16-19, 2025 (Wednesday-Saturday)

One Acts: April 25th-26th (Friday and Saturday)

Two nights of student-authored One Acts



2024-2025 RULES OF ENGAGEMENT

To ensure a safe and flourishing drama community, please be familiar with the following guidelines:

- Teacher(s)/Theater Director may only communicate with students via school assigned emails. No communication between staff and students is permitted via texting, phone calls or messenger. Parents may communicate using other methods but are encouraged to use school assigned email.
- Unless staff is overseeing an after school project (IE: rehearsals, projects, or performances whether streaming or live), all communication between students and any school staff must remain during school hours.
- Stage Managers will be the moderators of all performance related communication reflecting the real world status of that position in a theater. Staff may only respond to email as stated above. All meetings occurring during school hours, whether conducted on zoom or canvas, will be recorded.
- Teachers/Staff are only permitted to provide transportation to students when attending a school related event/trip (ie. driving to the airport for an out of state flight, driving to the required Thespian meeting for both teacher and students or transporting students to an out-of-town competition or performance) and that is only after the proper paperwork is filed with the school. Teachers cannot transport any student alone or give them a ride home. Therefore, we ask that all parents/guardians be punctual or early in picking up their student(s). Please keep in contact with your student as pick time in the world of theater can change at a moment's notice.
- Parents are asked to communicate with the theater director via email.
- Productions for the season are chosen by the theater director with input from the students. Shows will be rated G, PG or PG 13. These are the appropriate Mainstage production ratings for Buchholz High School.
- Any issues or complaints between students in the same class involving bullying, disruptive behavior, negative relations, etc will not be tolerated. Should the situation arise, it is encouraged that parents/guardians bring it to the attention of students' guidance counselor and program director.



VOLUNTEER OPPORTUNITIES


Theater productions are labor intensive. As you can see below, it takes more than six parents to perform all the necessary tasks in one night show we host at the Buchholz High School Theater, so everyone is asked to volunteer in some capacity. The ACPS volunteer application must have been completed before volunteering at shows, so please do so before the start of our season. The link to volunteer is: [ACPS Volunteer Application](#). Before each show you will receive an email on how to sign up for the open spots. We need the following EACH show:

- (1) House Manager (board member fills this duty)
- (2) Concession volunteers
- (2) Box Office volunteers
- (1) Merchandise volunteer

In preparation for showtime, we have many positions that need assistance. We'd love any help you can give! The following areas:

- Websmith
- Selling ads/sponsorships
- Publicity
- Finding props
- Building sets
- Making costumes
- Ticket sales

Whatever your skills, we could use your help! Please consider joining our group to ensure our students have the support and funds needed to put on great productions.





2024-2025 Drama Lab Fees ~ **Due September 27, 2024**

\$225 for all Honors 3 and 4 students and any students who compete in districts.

Buchholz Drama (Troupe 1452) participates in a district-level competition each year. Students are judged in performance categories such as acting, vocal, and pantomime, and in technical categories such as costume, make-up, and set design, publicity, play-writing, and more. Students who participate are generally at the Honors level though the competitions are open to other students as well. Each student enrolled in 5th and 6th-period repertory/honor classes are required to participate in this district-level competition, per our Program Theater Director, Mr. Ted Lewis. If your student is not enrolled in 5th or 6th period but would like to attend, we welcome them! All participants, whether competing or not, are required to pay the \$225 fee to cover the cost, which is called "Drama Lab fee".

The Drama Lab fee covers troupe registration for festival, applications for group competition pieces, admittance to Florida Northwest Regional District Festival, bus rental transportation to and from festival, thespian Troupe 1452 shirts, lanyards, chaperone and faculty registration fees, lunch, snacks and a small cushion for incidentals. We travel as a Troupe to the festival that takes place on Saturday, December 14, 2024 at East Ridge High School in Clermont, FL. Please know that students who participate in the One Acts competition will compete on Thursday or Friday prior to the event where all students attend on Saturday.

Please make checks out to Buchholz Drama Boosters and drop in a locked box in the drama classroom or pay via Venmo @bhsdrama and in the comments list students name and "Drama Lab Fees" please. For questions on special financial arrangements, please contact bobcatdrama1452@gmail.com

****Drop/Change Fee at District Competition:** The District competition is covered by your Drama Lab Fee you paid at the beginning of the semester. Parents please know that if your student drops their piece(s) or changes their piece(s) that they registered with Florida Thespian district competition there will be a "drop fee" or "change fee" that the Florida Thespian District organization bills our troupe and directly to the student. Please know that these fees are **not covered** by the Drama Lab Fee and your student will be invoiced for their drop or change in piece. In 2022, we received the drop/change fees in March after performing in December of 2021. \$25/\$50 *pending confirmation from Florida Thespian.**



UNEXPECTED PERSONAL EXPENDITURES

As many in the Arts, we feel the weight of bearing the cost to provide an environment where students can explore and grow in their talents. While the majority of our budget is from production ticket sales and concession sales, it requires family and friends not only to attend shows but spread the word! We have a thriving theater department at the high school level in Alachua County. Our theater director has high expectations which takes an “all in” mentality from students and parents. As we support our kids, we thought it would be helpful to provide a non-exhaustive list of costs that are sometimes unexpected from a parents perspective.

- Lab Fee \$225
- State Competition if student qualifies \$500
- BHS generic t-shirt and/or hoodie
- Shout out ads for your student in each digital show program, which is voluntary
- Attending fundraising dinners at local establishments also known as “Spirit Nights”
- Concession Stand donations via Amazon Wish List or Sign Up Genius
- Head shots if student seeking to attend FTC
- Character shoes
- Some costume pieces
- Costume makeup
- Show T-shirts, which is voluntary
- Cast dinner party the last day a show runs
- Cast gift cost, which is voluntary
- Drop/Change Fee at District Competition: The District competition is covered by your Drama Lab Fee you paid at the beginning of the semester. Parents please know that if your student drops their piece(s) or changes their piece(s) that they registered with Florida Thespian district competition there will be a “drop fee” or “change fee” that the Florida Thespian District organization bills our troupe and directly to the student. Please know that these fees are not covered by the Fair Share Fee and your student will be invoiced for their drop or change in piece. In 2022, we received the drop/change fees in March after performing in December of 2021. \$25/\$50 *pending confirmation from Florida Thespian**



NECESSARY PAPERWORK

As we begin the 2024-2025 season, some paperwork is needed. *Even if you did all of this last year, the county requires that you do it again this year.*

This information packet includes permission slips that are needed if your student(s) participate in our upcoming trips and competitions as well as forms for you to fill out to volunteer to assist us (which is absolutely vital to our success). You should find 4 forms, some are fillable at the ACPS website. **IF you complete the fillable form, please make a copy and email to bobcatdrama1452@gmail.com:**

1. A Consent and Release Form, Authorization to Photograph or Record Student
2. A Parental Field Trip Permission form, allowing students to attend 1-day trips. (Please note that we make these forms generic so that they can apply to all of our trips over the course of the year, but these forms still apply *only* to school-approved drama trips.)
3. A Parental Trip Permission For Overnight Trips form, which includes a medical release. We will have several overnight trips per year.
Please also attach a photocopy or scan of your student's health insurance ID.
4. A Request to Transport Student(s) in Private Vehicle form. Please fill out this form, and include with it the following:
 - A. A copy of your vehicle's registration papers.
 - B. A copy of your up-to-date insurance information.
 - C. A copy of your up-to-date driver's license.

****PLEASE COPY THESE ITEMS ON THE SAME PAGE, FACING THE SAME DIRECTION, or the front office *will* reject them. We cannot process your paperwork unless ALL of this material is turned in. A drama booster member will be the liaison between a driver and BHS front office. This helps minimize errors and effort.**

Additionally, if you plan to drive or volunteer with the drama troupe in any other capacity, the School Board of Alachua County requires you to fill out a volunteer application, and they NO LONGER TAKE PAPER APPLICATIONS. You can apply at [Bit.ly/ACPSapp](https://bit.ly/ACPSapp).



Participation Paperwork Checklist

1. Subscribe to www.buchholzdrama.com for weekly newsletter _____
2. Lab Fee paid by **September 27, 2024** _____
3. Photo Release Form _____
4. One-day field trip permission slip filled out and signed: _____
5. Overnight field trip permission slip filled out and signed: _____
 - a. Health insurance card copy (front and back) attached: _____
6. Driver form filled out and signed (both sides): _____
 - a. Driver's license copy attached: _____
 - b. Insurance card copy attached: _____
 - c. Vehicle registration copy attached: _____

NOTE: Please put this information all on one page, with all items facing the same direction.

Driver forms will be rejected if:

- a) Any information is expired, or WILL EXPIRE by the end of our season (late May)
 - b) Information does not match between documents
 - c) One piece of information is upside down compared to others on the same page
7. Signed up to volunteer at [Bit.ly/ACPSapp](https://bit.ly/ACPSapp) _____

Please make sure that all information is up-to-date!
Email all documents to bobcatdrama1452@gmail.com





Communications & Community Initiatives

**Consent and Release Form
Authorization to Photograph or Record Student**

I, _____, the undersigned parent, guardian, or legal custodian of _____, a minor child, who is presently a student in the school district of Alachua County, Florida, hereby grant the School Board of Alachua County, its officers, employees and approved media representatives permission for my child to be photographed and/or recorded in connection with any and all school activities. I understand the photographs and/or media productions may be used for purposes including but not limited to public service announcements, school publicity, and other programs shown to the general public.

I understand that my execution of this Authorization serves as a waiver of privacy rights otherwise available pursuant to the Section 1002.22, Florida Statutes, and other applicable law, for the purposes herein expressed.

Signature of parent/guardian/custodian

Date



Curriculum Division

Parental Field Trip Permission Day Trip

School: Buchholz High School Teacher: Ted Lewis Grade: _____ Date: _____

Permission is requested for your son/daughter to go on a field trip to:

(location) _____, a *(type of facility)* _____

on *(date)* _____ 20_____

We will leave the school at _____ a.m. p.m.

We will return to school on _____, 20_____ at _____ a.m. p.m.

Emergency Phone: Daytime: _____

Evening: _____

Other: _____

Method of Travel: School Bus City Bus Walking

Private Vehicle/Name of Driver: _____

Other/Specify: _____

The **purpose** of this trip is: _____

Supervision: During this trip your student will be supervised by (check all that apply):

ACPS Staff, Approved Chaperones, Other: _____

We anticipate approximately one chaperone for every _____ students.

If your son/daughter has permission to go on this trip, please sign below.

Please accept this form as a consent signature for a physician or hospital staff to give emergency treatment of an injury or illness to my son or daughter if medical attention is needed.

Student Name: *(Please Print)* _____

Signature of Parent or Guardian: _____ Date: _____

Emergency phone number(s) must be listed for students to attend the trip. *

This form has been updated to comply with Rule 6A-10.085 F.A.C.

Overnight Trip Permission

Student: First Name _____ Last Name _____

Gender: _____ Grade: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Cell Phone: () _____

Parent/Guardian Name: _____

Medical Release Insurance Statement

Parent/Guardian Phone Numbers: Work () _____ Cell: () _____

Emergency Contact Other Than Parent: _____

Emergency Contact's Phone Number: () _____

Insurance Company: _____

Insurance Company Address: _____

Policy Number: _____

******Copy of the FRONT and BACK of the insurance card MUST BE ATTACHED******

Are you currently taking any medications? Yes _____ No _____

List Medications: _____

List Allergies – if any: _____

Special Health Concerns: _____

MEDICAL TREATMENT AUTHORIZATION AND LIABILITY RELEASE

I, the undersigned parent or guardian, do hereby grant permission for my son/daughter to participate with the Buchholz High School Group mentioned on the previous page. In case my child sustains injury or illness during the time period of the field trip, I hereby authorize the sponsor, coach or chaperone to obtain medical treatment deemed necessary as prescribed by a licensed physician. I further acknowledge that I will be responsible for any medical bills incurred on behalf of my son/daughter for the physical injury/illness that he/she may sustain during the trip.

Parent/Guardian Signature () Phone Number Date



Transportation Division
Request to Transport Students in Private Vehicle

Name of Driver: _____

Address: _____

Event: _____ Date of Event: _____

Origin: _____ Destination: _____

Time of Departure: _____ Time of Return: _____ Faculty Sponsor: _____

I request permission to transport student(s) in the following described private vehicle for this event:

Make: _____ Year: _____ Model: _____

License #: _____ State: _____ Registration: _____

I have personal injury protection and property damage liability insurance covering this vehicle with . . .

Insurance Co.: _____ Policy #: _____

The vehicle is in good working order. The student(s) will be transported only in designated seating positions, and I will require the student(s) to use the vehicle manufacturer's crash protection system (lap/shoulder belts).

I declare that I have read the foregoing form and that the facts stated in it are true.

Driver's Signature: _____ Date: _____

Approval to Transport Student(s)

APPROVAL IS GRANTED for the above-listed driver to transport student(s) in the private vehicle listed and for the event shown above.

Principal's Signature: _____ Date: _____

Attach photocopy of driver's license, insurance ID card and list of names of student(s) to be transported.

Notes on completing the transportation form #TRN-920-003:

- License number, please insert your PLATE number
- For “Event” it should read "BHS drama events"
- Date of event: through the end of the academic year (05/31/2024)
- Origin & Destination: leave blank
- Time of departure & time of return: leave blank
- Faculty Sponsor: Ted Lewis

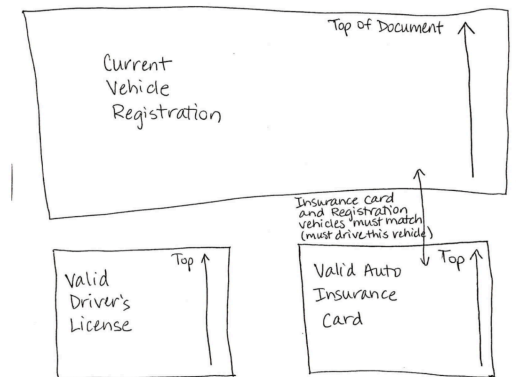
Please remember to include with the request to transport form:

1. A photocopy / scan of your UP-TO-DATE driver’s license
2. A photocopy / scan of your vehicle registration
3. A photocopy / scan of your auto insurance

PLEASE COPY THESE ITEMS ON THE SAME PAGE, FACING THE SAME DIRECTION, or the front office *will* reject them.

These are required by the county for all volunteer drivers!

Include a copy or scan of the following documentation when you submit your transportation form.



All documents face up and oriented in same direction on same page.

PLEASE SUBMIT ELECTRONICALLY TO bobcatdrama1452@gmail.com OR physically at one of the booster meetings.