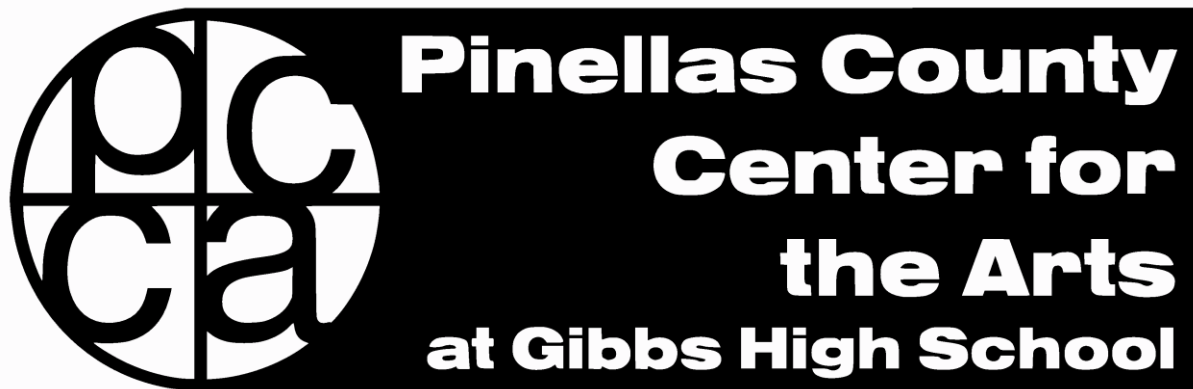


Magnet Program Handbook

for the



2018 Revision

www.pcsb.org/pcca-gibbs

ENGAGE. EDUCATE. ENLIGHTEN. EMPOWER!

From the Administrator

For more than 35 years, the Pinellas County Center for the Arts (PCCA) program at Gibbs High School has been preparing young artists for post-secondary opportunities at some of the finest college and university arts institutions in the United States. PCCA is a magnet program that upholds an expectation for excellence in the visual and performing arts. Our educational program focuses on artistic, academic and creative development of its students. The pre-professional arts training at PCCA prepares our students for advanced study in their selected Arts major at the collegiate level.

This handbook is provided as a reference for parents and students alike, to the processes that govern our program. Our parents and students should become familiar with the procedures, duties, and responsibilities.

Refer to this handbook frequently; its contents will assist you in finding success here at Gibbs High School. School and district policies are subject to change on a yearly, and sometimes monthly basis. Changes in school and district policies will be communicated to parents and students.

Understand that all policies and procedures contained in the handbook are your responsibility to uphold. These expectations will assist you in maintaining excellent standing in this program.

Welcome to the beginning of a journey that will change your life. We are glad that you are here!

Artistically yours,



Derek Edward Weston
PCCA Program Director



PINELLAS COUNTY CENTER FOR THE ARTS
AT GIBBS HIGH SCHOOL

THE PINELLAS COUNTY CENTER FOR THE ARTS • HISTORY

In 1979, John Blank, an administrator in the Pinellas County Schools, felt the need for an emphasis in the arts in the Pinellas County School System. Through his leadership and guidance, a preliminary survey of the County's students, facilities and communities was taken and Mr. Stan Le Boss was sent to Dallas, Texas for an on-site visit of their visual and performing schools. A need for an artistically talented program was recognized and several teachers, supervisors, and county administrators undertook the task of applying for a federal research grant. With the approval of the school board, a full time director was provided to work with three Gibbs High School arts instructors, three supervisors and an administrator to prepare a model project for the artistically talented students for the State of Florida. After some thirty on-site visits to well-established secondary schools and programs, a model was written for the State of Florida, published and distributed to all sixty-seven county school superintendents and known arts supervisors. Dr. Scott Rose, with the approval of the School Board, chose as one of his five year objectives the development and implementation of both the Artistically Talented Program (now known as The Pinellas County Center for the Arts) and an Academically Talented Program (now known as the International Baccalaureate Program at St. Petersburg High School).

After several years of hard work and dedication by those originally involved in implementing PCCA, this school of the arts officially began in late August of 1984. There were approximately 200 9th and 10th graders starting school; it was hoped that eventually the student population would reach 400. As of today, the number of students attending PCCA is approximately 500, fairly equally divided among the four major disciplines, Dance, Theatre, Music and Visual Art.

As the needs of students vary greatly, so do the needs of the artistic student. We meet those needs by providing the PCCA curriculum centered around individualized instruction and concentrating on the student's selected artistic major. Through blocking our courses with ninety minute segments of time, the student has the opportunity to develop a work in depth, while the teacher is afforded time to work individually with the students as well as provide guest artists and field trips without impinging on the student's daily academic classes. These talented PCCA students are active in school clubs, cheerleading, student government, and athletics plus keeping up with their studies, rehearsals, artistic requirements, and performances. Research in arts education indicates that nurturing the student's artistic potential increases growth and achievement in their academic areas. Concepts taught through the arts create a framework rich in details which complement understanding and problem-solving in academic areas. Many educators, as well as persons directly concerned with the arts, share the conviction that attention to the arts enhances the student's physical, social, emotional, and cognitive development. Furthermore, it helps students gain a better personal point of view by communicating ideas, feelings and meaning. The student "at risk" often does extremely well in PCCA, having found his niche at last.

Each major discipline offers many possibilities: Dance is divided into Modern and Ballet, Music has Vocal, Instrumental and Keyboard, our Theatre Program is segmented into Performance Theatre, Technical Theatre and Musical Theatre. Visual Arts, actually the most populated discipline has many phases including painting, sculpture, photography, printmaking and ceramics. All instructors are practicing artists who also serve as mentors to their students. Local, regional and nationally acclaimed professional artists conduct master classes as well as perform at the school.

One aspect of this program that we are very proud of is that an extremely high percentage of our students earn scholarship money to further their education, often totaling in collective millions of dollars earned by each senior class.

Admittance to PCCA is through application, audition and acceptance. Auditions are held the middle part of each year in order that the accepted student has time to be properly scheduled for 9th grade and all aspects of their education are taken into careful consideration. Frequent meetings with the guidance counselor and open houses help to acquaint the incoming student with their entrance into PCCA. It should be noted that students without extensive formal training are given full consideration for admission.

PHILOSOPHY & OBJECTIVES

The Pinellas County Center for the Arts (PCCA) is a center of excellence in the visual and performing arts. It provides a comprehensive educational program of artistic training, academic and creative development, and preparation to compete for scholarships toward advanced study in institutions of higher learning.

Talented students are educated in an artistic and personalized atmosphere designed to achieve mastery of traditional artistic forms while stimulating creativity in the context of research and experimentation. Students are encouraged to explore the full range of their discipline in a collaborative environment, which meets the highest standards of academic and professional arts training.

The curriculum of PCCA is designed to develop both the academic and artistic skills of talented students to prepare them as practicing artists in the changing context of contemporary society. The instructional program of Gibbs High School will provide a comprehensive high school education with full preparation for college admission. Independent study and experimental opportunities which stimulate artistic problem-solving and creative growth are encouraged throughout the curriculum, as well as in studios, workshops, masterclasses, and collaborative cross-disciplinary student projects. The development of practical business skills related to management of professional work in the arts is incorporated into the curriculum. Challenge is sustained in the learning process through individualization of the curriculum.

PCCA MISSION STATEMENT

The Pinellas County Center for the Arts nurtures academic and artistic skills of talented students, preparing them as practicing artists in the changing context of contemporary society.

PCCA VISION STATEMENT

Engaging, educating, enlightening, and empowering students through the world of the arts.

PCCA MOTTO

Engage. Educate. Enlighten. Empower!

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THE SCHOOL DAY

Classes are in session from 7:05 am to 1:50 pm Monday through Friday. Students are scheduled for eight periods. Odd numbered periods (1, 3, 5, & 7) meet on “A” days. Even numbered periods (2, 4, 6, & 8) meet on “B” days. Monday and Thursday are always “A” days. Tuesday and Friday are always “B” days. Wednesdays alternate as “A” and “B” days week to week.

Students are required to be on time for all instructional classes. Appointments with doctors, dentists, etc. should not ordinarily be made during school time. If this should be necessary, the student should bring a note signed by a parent or guardian stating the time it will be necessary to leave school and the reason.

ADVANCED ACADEMICS

ADVANCED PLACEMENT (AP)

Students have the opportunity to earn college credit in Advanced Placement (AP) courses. College credit can be earned by passing the AP exam in the Spring with a score of 3, 4, or 5 on a scale of 1 to 5. Passing scores on AP exams are recognized by most of the major colleges and universities across the United States.

AP courses are offered to PCCA students in the following Arts subjects: **2-D Art Studio, 3-D Art Studio, Art History, Art Drawing Portfolio, and Music Theory**. Additionally, PCCA students can take the following AP academic courses: **Biology, Calculus, English Literature, English Composition, Environmental Science, Human Geography, Microeconomics, Psychology, Statistics, US Government, US History, European History, and World History**.

DUAL ENROLLMENT

Dual Enrollment courses allow students to be enrolled simultaneously in high school and college. Students who pass Dual Enrollment courses with a grade of A, B, or C will receive high school and college credit. Our partner college in Dual Enrollment is St. Petersburg College (SPC). Through agreements within the University system, Dual Enrollment credits earned with SPC will transfer to any state university in Florida. These courses are also recognized at some colleges and universities nationwide.

PCCA currently offers **Musical Theatre Workshop (MUN 1310)** as a dual enrollment option. Additional Dual Enrollment courses currently offered by Gibbs High School include: **College Success (SLS 1101), Composition I (ENC 1101), Composition II (ENC 1102), and Intermediate Algebra (MAT 1033)**.

PERT TESTING

The Postsecondary Education Readiness Test (P.E.R.T.) is Florida’s customized common placement test. The purpose of the P.E.R.T. is accurate placement in Dual Enrollment courses, based on the student’s skills and abilities. The P.E.R.T. is aligned with the Postsecondary Readiness Competencies identified by Florida faculty as necessary for success in entry-level college credit coursework. The P.E.R.T. assessment system includes Placement and Diagnostic tests in mathematics, reading and writing.

DUAL ENROLLMENT STUDENTS LEAVING CAMPUS

Students who complete high school credits quickly could have the opportunity to enroll in Dual Enrollment courses on the SPC campus during the day and evening. Please see the Arts Counselor for more information.

ATTENDANCE

ABSENCE DEFINED

A student who is not present in class at least one half of the class period shall be counted absent from that class. To be counted present for the school day, a student must be in attendance for at least one half of the class periods during the school day.

EXCUSED ABSENCES

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below:

- A. The student is ill or injured.
- B. There is a major illness in the student's immediate family (this means parents, brothers, sisters, grandparents, or others living in the home).
- C. There is a death in the immediate family.
- D. The student attends religious instruction or there is a religious holiday in the student's own faith.
- E. The student is required by summons, subpoena or court order to appear in court. A copy of the subpoena or court order must be given to the principal.
- F. Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal at least five days prior to the absence.
- G. The student has a scheduled medical or dental appointment.
- H. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of five excused days for each infestation of head lice. Students on field trips and students who attend

alternative to suspension programs are not considered absent.

- I. School sponsored activities, such as field trips, extracurricular activities, school assemblies, etc. shall be marked as a School Function (SCF) and will not count as an absence from school.
- J. A student's placement in an intervention center such as the Choice Center or Alternative Bell Schedule (ABS), shall not count as an absence.

UNEXCUSED ABSENCES

Any absence that does not meet the criteria of an excused absence, is an unexcused absence. The following are examples of unexcused absences: family vacations, college visitations that exceed the number of allotted days, skipping class, etc.

EXCESSIVE ABSENCES

If a student has excessive absences, the student and parent(s)/guardian will be requested to have a conference with the principal, or designee, in order to curtail the excessive absences.

EARLY SIGN OUT

Students are not allowed to leave campus during the school day without a permit from the PCCA Office. Students who must leave school during school hours must have their parent request this release by phone or in person to the office in order to obtain pre-approval.

MAKE-UP WORK

A. EXCUSED ABSENCES:
Make-up work for credit and grade is allowed for all excused absences. It is the student's responsibility to get the missed work. The number of days allowed to make up the work shall be the same as the number of days the student was absent.

B. UNEXCUSED ABSENCES:
Make-up work for credit and grade is allowed. It is the student's responsibility to get the missed work. The number of days allowed to make up the work shall be the same as the number of days the student was absent. Work made up after an unexcused absence in elementary or middle school may be dropped a letter grade and must be

dropped a letter grade in high school.

C. SUSPENSIONS:

Make-up work for credit and grade is allowed. It is the student's responsibility to get the missed work. Work is due on the day of return from the suspension. Work made up after an unexcused absence in elementary or middle school may be dropped a letter grade and must be dropped a letter grade in high school.

ATTENDANCE ON THE DAY OF A REHEARSAL OR PERFORMANCE

Students must be present for at least $\frac{1}{2}$ of the school day when they are participating in an extra-curricular activity, such as a performance or a rehearsal. Students who miss more than $\frac{1}{2}$ of the school day will be held out of extra-curricular activities. Attendance on these days should be in consecutive periods. Attending class sporadically (such as attending 1st and 5th period, while absent from 3rd and 7th on an "A" day) will be considered skipping and handled with disciplinary consequences.

TARDIES

A student is tardy when the student is not in his or her assigned seat or station when the bell rings. The PCSB Code of Conduct policies apply to tardies.

Habitual tardiness is unacceptable and unfair to other students because instruction is interrupted every time a late student arrives. Individual departments may develop school-based consequences for tardy students in their probation policy.

CASTING/SOLO POLICY

Auditioning is an extremely important skill for any performing arts student, as this is the skill by which talent is judged. The audition is the means of entry into an institution of higher learning, obtaining a role in any production or ensemble, and employment in any performance area and requires sharp skills in auditioning.

Many factors are taken into consideration for the casting of any role, part, solo, duet, or chair Casting is at the discretion of the production or ensemble's director and any committee of staff members they

may assemble to assist them. Casting preference is given to talent first, as this is a performing arts magnet program and the students who are enrolled in the program are preparing for the real world, where competition will be formidable. A student's seniority in the program will only be a factor in the decision if all other variables are equal between an upperclassman and an underclassman vying for the same role or chair.

In the case of the Theatre department, all students will have a chance to be cast in a role in a Mainstage production during their time in PCCA.

CLINIC

The clinic is available on the South side of the Main Office for emergency use. Students who become ill during the day may report to the clinic with a clinic pass. The parents of ill students will be contacted and arrangements will be made for them to take their children home. All accidents must be reported to the PCCA Office where an accident report form will be completed.

CONFERENCES

Students may schedule an individual conference with the faculty by making a written request and giving it to the magnet secretary. Parents should schedule conferences by contacting the PCCA Office. Teachers must have a minimum of 24 hours notice for a scheduled parent/teacher conference. Conference times will vary according to when the teacher(s) has/have a planning period.

PCCA conferences may only be held on during teacher planning periods. Parents must indicate the subject matter to be discussed in the conference in order for the faculty to provide the proper guidance. Parents / guardians are encouraged to schedule conferences immediately if their student receives a referral, a progress alert or a probation notice.

DISCIPLINE PLAN

The school's Discipline Plan applies to all students who attend Gibbs High School. Consult the Pinellas County Schools Code of Student Conduct for details on disciplinary procedures.

DISCIPLINARY APPEAL PROCEDURE

For matters involving suspension or expulsion, county policy grants you the privilege and provides you a procedure to question decisions by teachers or administration. Use the following procedure if you feel you have been treated unfairly. Caution: Disliking a decision or action does not mean it is necessarily unfair.

1. Talk courteously to the teacher or administrator involved before or after school.
2. If you are not satisfied, after talking, you may request a review of the matter by submitting a written appeal to the principal. The appeal must be submitted within three days of the incident.
3. The principal, after investigating the matter, will decide to sustain or overrule the teacher's or administrator's decision. You will receive a written notice of the decision within five days after submitting your appeal to the principal.
4. If you are not satisfied with the principal's decision, you may submit a written appeal within five days of the previous decision to the Area Superintendent.

NOTE: Students who are suspended from school are not allowed to participate in any school-sponsored activity, be on any school campus, or participate in an activity sponsored by another school while on suspension.

DRESS CODE

Gibbs High School has a modified dress code which is available on the school website. This dress code is in accordance with the Pinellas County Schools Code of Student Conduct. All PCCA students are required to adhere to this code.

While it is understandable that students in performing arts classes must dress

appropriately for their classes (ie. dancers wearing tights), students must remain in the room where that class activity is being held if the attire is outside of the dress code requirements.

ELECTRONIC DEVICES

Students are permitted to carry electronic devices on campus. However, all electronic devices must be powered off and out of sight. All of the above items will be confiscated and held until a parent can pick the item up from school. Repeated offenses will result in disciplinary action.

Students bring their electronic devices to school at their own risk. School Board Policy clearly outlines that district personnel are not responsible for preventing theft, loss or damage to these devices.

EQUIPMENT

The Pinellas County School System has been committed to providing the best possible equipment to all arts areas at the Center for the Arts. We are fortunate to have a considerable amount of specialized equipment to give students professional experience with the tools of the trade. It is the responsibility of the staff and students to assure that proper, safe use and maintenance of the equipment be practiced at all times.

NO STUDENT IS TO USE EQUIPMENT UNTIL PROPER TRAINING IN SAFE AND PROPER OPERATION OF THE EQUIPMENT IS PROVIDED. THIS TRAINING MANDATES THE COMPLETION, WITH APPROPRIATE SIGNATURES, OF THE POWER EQUIPMENT TRAINING AND UTILIZATION.

It is the responsibility of everyone to demonstrate respect for safe and proper operation of any and all equipment in use. Any improper and abusive use of the equipment will be treated with disciplinary action to the fullest extent of the Code of Student Conduct.

ALL EQUIPMENT IS RESTRICTED FOR USE ONLY UNDER ADULT SUPERVISION.

Specific limitations pertaining to individual pieces of equipment is posted in the area where the equipment is housed.

FACILITIES

A magnet program to provide pre-professional arts training for the artistically talented requires very specialized facilities. We are proud to have some of the finest instructional and performance facilities available to us. Comparatively, our facilities far surpass those of most special arts programs across the country. It is the responsibility of everyone to assure that proper, safe use and maintenance of the facilities be practiced to the utmost degree. Housekeeping rules are posted by all faculty members to address daily and weekly expectations in all instructional areas. Any improper and abusive use of facilities will be treated with disciplinary action to the fullest extent of the Code of Student Conduct. As our buildings are used for public performances and exhibitions, as well as for instruction, special care must be taken to maintain them. Therefore the following regulations will be firmly adhered to:

1. No food, drink or gum is permitted in any building - its hallways, classrooms, studios, shops, galleries, performance areas, bathrooms, dressing rooms, etc. - unless they are so designated.
2. All buildings are off limits to students during lunch periods unless teacher supervision is provided.
3. Students are not permitted to be in the buildings, for any reason, beyond regular school hours without supervision.
4. All performance spaces must be thoroughly cleaned at the end of each use.
5. Only dance students will be assigned a short locker in the dressing rooms of building 8 for permanent dance-related use. Gibbs High School provides lockers for academic use. Students should not use lockers in building 8 for anything other than dance needs as access to the locker rooms is restricted and not available on a period-to-period basis every day. Students may use a long locker only on a daily basis while in class. ALL PERSONAL ITEMS MUST BE IN A LOCKED LOCKER DURING

CLASS. UNNECESS-ARY PERSONAL VALUABLES SHOULD BE LEFT AT HOME.

Cleanliness of lockers is expected, and monitored. All combinations must be listed with the department teachers. Any unauthorized use of a locker will constitute grounds for automatic, forced removal of the lock and disposal of the contents of the locker by administration and/or campus security.

6. Students should not use the instrumental storage area and practice rooms in building 5 for anything other than instruments as access to the area is restricted and not available on a period-to-period basis every day. Gibbs High School provides lockers for academic use.
7. Students remaining for after-school rehearsals, work sessions, performances, etc., may bring nutritious snacks and drinks. They may consume these items outside the buildings. Exceptions will be made during inclement weather, and only with supervision.
8. Students are not permitted to leave campus during extended day activities without specific permission of the supervising sponsor. Students are not permitted to go off campus for snack food items. Arrangements are made to provide snack machines on campus each day for those students who wish to purchase such items.
9. PCCA Students are not permitted to bring friends or meet friends not involved in a PCCA class or extended day activity in the building - its hallways, classrooms, studios, shops, galleries, performance areas, bath-rooms, dressing rooms, etc. Friends must wait outside the main entrance to the building.

NOTE: Vandalism will be prosecuted. Any PCCA student involved in such activities will be considered for dismissal from the program.

RESPECT FOR EQUIPMENT AND FACILITIES

All students are expected to assume responsibility for the care of all school property. Students who damage property accidentally are responsible for paying the damage. Damage of a malicious nature will be considered a very serious matter and dealt with administratively and possibly with involvement of the School Resource Officer.

FAN CLUB

The PCCA F.A.N. (Future Artists Network) was established to support needs of the program that go beyond the scope of a typical Arts Program. As a booster club, Fan Club raises funds for special projects and recruits parents to volunteer services for the program. The volunteer opportunities include chaperoning trips, selling concessions, and selling tickets to performances. The Fan Club meets the first Tuesday of each month at 6:30 pm in room 4-105.

FIELD TRIPS / INSTRUCTIONAL ACTIVITIES (IA'S)

Many opportunities for students to experience performances, master classes by visiting artists, special workshops, etc., are incorporated into the school year. Instructional Activity (IA) forms are utilized in a timely manner to release students from scheduled classes to participate in these events. The PCCA staff constructs a Calendar of Events annually to plan for our many arts and educational activities throughout the school year. IA forms will be distributed two weeks in advance of each event to provide academic teachers sufficient notice of upcoming absences from class.

It is the student's responsibility to complete IA forms within the required timeline in order to be excused from class to take part in the activity. Occasionally unique opportunities will be become available that will not permit this advanced notification. When this occurs the activity will be reviewed for joint approval by the PCCA Director and the Principal of Gibbs High School. Students are expected to participate in all approved instructional activities (IA's) and field trip activities unless their academic GPA is below 2.5. Permission denied by academic teachers because of poor grades will be respected.

Transportation for field trips is commonly by school bus. If the size of the student group is small arrangements by private vehicle are utilized. When this occurs students can drive their own vehicle provided the proper permission is provided by the parents / guardians of the student.

SEMESTER JURIES

The purpose of a jury is to evaluate a student's artistic growth. The jury evaluation determines whether or not the student progressing properly in their art form. Juries are a common practice in college arts and conservatories models. Our use of a jury system prepares our students for post-secondary success.

PCCA JURY GRADES

Jury grades are utilized to convey to both students and their parents the department's assessment of the student's achievement as related to the arts instructional program. These grades are independent of classroom grades. In assigning a jury grade, the adjudication committee must consider the student's potential, artistic growth, presentation and preparation. Ten numerical grades are used to reflect growth:

1. A Jury grade of "10 - 9" indicates outstanding effort on the part of the student. The student consistently works to the best of his ability, and is demonstrating artistic growth.
2. A Jury grade of "8 - 7" indicates satisfactory effort on the part of the student. All work is approached with an appropriate degree of seriousness. Artistic progress is demonstrated.
3. A Jury grade of "6 or lower" reflects insufficient effort on the part of the student. There appears to be very little artistic growth. This level of grade will constitute a probationary status in the program.

Failure to be present for a jury or receiving an unexcused absence on the day of a jury will result in the student being dismissed from the program. *A student who has an excused absence on a jury day will be responsible to arrange a makeup jury before final exams.*

CREDIT CHECKS

A cumulative history of all credits is issued twice a year via classroom guidance activities. By using this printout in conjunction with a credit check sheet, you may determine your exact number of credits earned and plan the remaining credits you wish to take before graduation. You should update your credit check sheet after each semester.

It is the student's responsibility to verify that the credits and areas of credit are correct based on their grade reports. Any errors should be brought to the attention of your counselor. The guidance department does final credit checks on all seniors in their last term of school. The remaining credits for graduation are placed on the student's graduation card and issued to graduating seniors the last week before graduation.

GUIDANCE COUNSELING

Your guidance counselor is available to help you in areas ranging from personal to academic and artistic counseling. The counselor holds parent conferences and is able to assist students and parents in solving many school and home problems.

Other personnel include the school psychologist, who counsels students on an individual or small group basis as well as gives psychological tests to help diagnose causes of problems, provides consultation when necessary, and assists in special placement needs; the speech and hearing therapist, who provides diagnostic testing and therapy for students with speech and/or hearing problems.

The school social worker counsels small groups of students, conducts presentations in classrooms to help students cope with school life and also assists families in meeting the needs of students.

The school clinic hosts a licensed mental health counselor. The services of the clinic and the mental health counselor are available to all Gibbs High School students, as needed.

FLVS

At least one course within the 24 credits required for graduation must be completed through online learning. This requirement may be met through an online course offered by the Florida Virtual School (FLVS), an online course offered by the high school,

or an online dual enrollment course. Students must consult their counselor before enrolling in an FLVS course. The counselor will advise students into the best online situation for their academic success. It is best to enroll before the school year ends for summer FLVS, as counselors do not work regular hours during the summer. Once the student is registered, the counselor must approve the enrollment before classes begin.

HOSPITAL HOMEBOUND

Students who experience 15 consecutive days of absence from school due to illness need to explore Hospital Homebound as an option. Hospital Homebound is a district resource to support students academically to stay on track for graduation. Homebound course offerings are limited and do not include any Arts courses. Homebound students may return to the PCCA program once they have recovered. However, students whose GPA drops while on Homebound could be subject to Alert or Probation status upon their return.

INSTRUCTIONAL MATERIALS FEE

It is a prerequisite that each student enrolled in the Pinellas County Center for the Arts contribute a materials fee as a part of the supplies for the upcoming school year.

All of our majors incur costs for the raw materials (brushes, paint, lumber, fabric, photocopies, etc.) used to create student artwork at a pre-professional level. Due to District-wide budget cuts and the amount of available funds from the State, we are accepting donations to help offset the expense to our school. We are recommending a one-time \$15 Instructional Materials donation to help us continue to provide the high-level art programs at PCCA. If you are unable to donate, your child's grades will **not** be affected in any way nor will your child be denied the opportunity to participate in the program.

Any donation that you give will be greatly appreciated and is considered a tax-deductible donation.

MEDIA RELEASES

Students enrolled in the PCCA program should have a media release in their cumulative file. The media release allows the school and the program, to use a student's name and image in official school communications (i.e., newsletter, website, etc.). Additionally the release also allows for students to be interviewed by the media, should their achievements become newsworthy. School staff will accompany students during any interview requested through the school.

PROPERTY REMOVAL

Occasionally, students will need to check out a piece of school equipment (i.e., digital camera, musical instrument, etc.) to complete coursework or a project for a PCCA course. The teachers who house these resources have a process in place to sign out these devices to students.

The equipment must be returned in a timely manner. Students who do not return equipment to the responsible teacher will be placed on the financial obligation list until the item is returned or paid for.

The student will be held responsible for the equipment while it is checked out and be held responsible for any damage the equipment may sustain. Student misuse of school equipment will be considered a serious matter. Misuse school equipment will be dealt with administratively and possibly result in dismissal from the program and/or involvement of the school resource officer.

STUDENT INSURANCE

Insurance coverage is required if you participate in school activities. All PCCA students are required to enroll in the Pinellas County Schools' STUDENT ACCIDENT INSURANCE program at the beginning of each school year. This coverage is MANDATORY for all students participating in sports or other co-curricular activities. NO STUDENT WILL BE ALLOWED TO TRYOUT, PARTICIPATE, OR PRAC-TICE WITHOUT FIRST PURCHASING THE INSURANCE. All students will be given the insurance information during homeroom on the first day of school. This must be completed the end of your first week in school.

An extracurricular activity is any activity, which does

not receive credit toward graduation, except service clubs, subject area clubs, and student government activities. The extracurricular activity is a school sponsored competitive activity, which exists or is carried on between students at the same school, or between students who represent their schools, districts, regions or state in such competitive activities. Competition includes tryout for school plays, music groups, etc.

Student must purchase insurance online. Visit the PCSB website for more information.

TICKET POLICY

The Pinellas County Center for the Arts annual Calendar of Events has numerous scheduled performances, concerts, and recitals. In order to provide the necessary performance outlets for our students these functions are all very important. A considerable amount of expense goes into each and every performance i.e., copyright royalties, purchase of music, costuming, setting, posters, programs, tickets, security, etc. Ticket proceeds help offset such expenses.

STUDENT PARKING

All students and staff of GHS (instructional and non-instructional staff) are required to register vehicles with the bookkeeper and must purchase and display the appropriate decal. Student drivers must park in the designated student lot. After cars are parked, students are to leave the parking lot as soon as possible and are not to return until the close of school. Do not park a vehicle on school property unless you have a parking decal.

For security purposes, the student parking lot is locked from 7:30 am until 1:45 pm. Students who have appointments during the day and need to leave early must park in the 34th St. lot. The 31st St. gate will only be opened for extreme emergencies.

Violators will be subject to disciplinary action.

CO-CURRICULAR EVENT PICKUP

Parents are responsible to pick up their students from extra-curricular events, such as rehearsals, competitions, shows, and performances.

Rehearsals schedules are distributed early on in the rehearsal process and families need to plan ahead for pickup times. The box Office opens at 6:30 pm for most performances, which typically start at 7pm and end before 9pm.

At most events, the approximate end time is announced prior to the show and students are encouraged to call home or text to inform their

parents of the pickup time during intermission. Students should always wait outside the Grande Theater near the 34th Street parking lot, except for evenings in which the performance is in the Experimental Theater. Teachers and staff will wait with students for no more than 30 minutes from the end of a performance or scheduled rehearsal.

After that time, the obligation to supervise students will end and students will wait unsupervised for parent pickup, or the administrator will contact the Pinellas County Schools Police Department. It is imperative that parents communicate with their students and arrange a timely pickup.

SECTION B

PINELLAS COUNTY CENTER FOR THE ARTS

MAGNET PROGRAM STRUCTURE

The Pinellas County Center for the Arts magnet program has a structure unique to its mission to prepare artistically talented high school students as practicing artists:

- Strict entry requirements- qualification through audition only
- Major areas of study
 - Dance
 - Music
 - Instrumental Music
 - Voice
 - Theatre
 - Design Technology
 - Musical Theatre
 - Performance Theatre (including Literary Theatre)
 - Visual Arts
- Periodic reviews to maintain status in program (called “juries”)
- Participation beyond instructional program
 - Mandatory extended hours requirement
 - Involvement through experiences in all arts areas
- Specialized completion requirements (called “senior projects”)

APPLICATION & ADMISSION

Admission to the PCCA program is determined exclusively by an audition process. Interested students must first submit an online application in the Student Reservation System at www.pcsb.org. The PCCA office staff will contact the student to set up an audition appointment during the application period. An audition committee will evaluate each applicant based on a prepared performance and/or portfolio assessment and personal interview. Students without extensive formal training who demonstrate obvious talent will be given full consideration for admission to the program. Students may apply and audition for more than one arts major within the PCCA program. Audition information can be found on our website at pccagibbs.com under “Audition Information.”

The commitment required of the student is supported by a family decision to be active participants in the student’s activities. The extent to which families are willing to support the student’s involvement in such as after school attendance at performances and rehearsals, travel requirements for occasional activities, parent meetings, and serving as volunteers, is reflected in the student’s success in taking full advantage of the experience offered at The Pinellas County Center for the Arts.

As an active member of the Arts Schools Network for the Performing and Visual Arts, the PCCA program honors acceptance of students from other Arts Schools across the United States, who enter the Pinellas County Public Schools. Students entering the magnet program at any time other than the beginning of their freshman year are given an individualized assessment based on transcripts and/or audition for instructional placement.

PLACEMENT INTO DIVISIONS

LOWER DIVISION

- Students must be entering the freshmen and sophomore grade levels.
- All coursework, jurying/ portfolio requirements, and extended hours responsibilities must be completed in good standing.
- All students must maintain a high standard of commitment, productivity, and motivation.
- All students must complete successful semester juries/portfolio reviews to be promoted into the upper division.
- Students may not accumulate more than three disciplinary referrals or serious discipline problems per semester.
- Students must maintain a 3.0 average in all PCCA courses and an overall GPA of 2.5.

New students entering Pinellas County Schools for the first time who are of a higher grade level will be placed into the lower level for one semester pending the results of their first evaluations.

UPPER DIVISION

The following criteria are minimum requirements for entry and continuation into the upper level program:

- Students must be in the junior and senior grade levels.
- Students must demonstrate commitment and artistic growth.
- Students must maintain a 3.0 average in all PCCA courses and an overall GPA of 2.5.
- Students may not have more than three disciplinary referrals or serious discipline problems per semester.
- Students must display a good attitude, a willingness to learn and take instruction.
- All students must demonstrate growth through the periodic review process - semester juries.
- All students must fulfill all extra requirements of the PCCA program each semester.

SEMESTER JURY / PORTFOLIO REVIEW

Each department at the Pinellas County Center for the Arts conducts an interim evaluation of their students every semester in the form of semester juries. The purpose of this review is to assess the achievement of each student to assure that progress is being made. This is a very intensive process, taking into account each student's ability to demonstrate artistic growth, academic success, fulfillment of extended day requirements, disciplinary reports, attendance, study habits, and his/her overall participation and attitude toward advancement. Based on this assessment each student's status in the program is determined. Given all positive indicators, a student is ranked as being in good standing until the next scheduled review. A student falling short of expectations may be placed on probation. ***Failure to complete the semester jury constitutes automatic recommendation of dismissal from the PCCA Program.***

STATUS IN PROGRAM

In order to achieve a status of good standing in the magnet program students must:

- Complete all courses required by the PCCA program.
- Maintain a 3.0 average in all PCCA courses. Failure to maintain this GPA will jeopardize continuation in the program.
- Fulfill all of the extended hour requirements each semester for the duration of the magnet program.
- Students must obtain a minimum average of 7.0 from semester juries / portfolio reviews. These evaluations are scored on a scale of one through ten. The scores are translated as follows:
7.0 - 10.0 - Student is in good standing (*Passing*)
0.0 - 6.9 - Student is on probation (*Failing*)

Two semesters on probation are grounds for automatic dismissal. Any subsequent probation after the first one may be shorter in duration, and subject to a greater degree of dismissal probability.

CHANGE OF MAJOR

Students wishing to change their major arts discipline may only change majors one time prior to the beginning of the first semester of their sophomore year. Changes only take place at the semester. To change, or transfer majors the student must be in good standing in the program prior to the second semester of the sophomore year. Change of Major are available in the PCCA office. Department chairs of both arts disciplines must approve, in writing, the students transfer request.

NOTE: Students on probation may not request a change, or transfer, of majors.

EXTENDED HOURS

The regular instructional day of the comprehensive High School does not give students enough time to feasibly do all that is necessary to grow as an artist, and develop a sensitivity to all of the arts. Part of the vision of The Pinellas County Center for the Arts is to provide not only to *educate* students within each arts discipline, but also to *enlighten* our students' artistic horizons by providing inter-disciplinary experiences for all PCCA students. To that end, we believe that we must provide an opportunity for all students to become involved in those areas of the arts they are not directly studying. This will nurture a sensitivity to the creative demands of each of the arts areas. This opportunity is employed in an extended hours basis. Sixty (60) hours outside of the instructional day must be logged per semester. All extended hours each semester must be completed and turned in to the department prior to the beginning of semester juries for the department. For those students involved in extra-curricular Gibbs High School activities, approximately fifteen (15) hours can be credited in lieu of the related arts requirement. In order that these hours be easily filled, the following choices are suggested:

- All students are must to attend a minimum of one concert or show in each of the other PCCA disciplines per semester (i.e., a theatrical production, a visual arts gallery opening, a vocal or instrumental music recital, or a dance concert).
- Attend outside events with a parent, teacher or other adult who can verify attendance (plays, concerts, recitals, gallery openings, etc.). In general, hours logged will be based on the duration of the event. PCCA students and their families are encouraged to attend professional performances and openings at the many museums, galleries, theaters, and arts centers throughout the Bay Area. Discount tickets are often available to PCCA students and their families. Check with your instructor for the level of acceptability for the particular event.
- Hours may also be accumulated through specific activities within each department. For specific information, see MANDATORY EXTENDED HOURS under each department section.

SENIOR PROJECT

- Upper division students must complete a Senior Project to program standards - defined by each arts area department.
- The Senior Project is required for graduation with a full PCCA Certificate of Completion.
- Any student who chooses not to participate in this requirement must complete a parent conference with instructors from their department and will be granted transfer to their zoned high school to complete their graduation requirements.

Please see the Department section further in this section for more detailed requirements toward completion of the Senior Project.

MAGNET PROGRAM CERTIFICATE OF COMPLETION

In as much as the faculty expects that the courses at The Center for the Arts will prepare students for advanced study in their chosen arts field, all standards must be maintained in order to successfully graduate with a PCCA Certificate of Completion.

Students must complete all courses required by the department associated with the major discipline and fulfill all requirements for the extended day activities each semester for the duration of the program in order to be eligible for the PCCA Certificate of Completion.

Students entering the Center for the Arts at any time other than the beginning of their freshman year must meet the following criteria in order to receive the PCCA Certificate of Completion upon graduation:

ENTRY INTO SOPHOMORE YEAR

Students must complete 9 PCCA credits, plus a successful Senior Project, as well as meet all other criteria for placement into the lower and upper divisions.

ENTRY INTO JUNIOR YEAR/SENIOR YEAR

Entry into the program will occur only if the following conditions have been met:

- *Student from out of county or from private or other performing arts school.*
- *These students must have an appropriate course background in their selected arts area.*
- *The student must audition and demonstrate that they are capable of completing a successful Senior Project.*

PROBATION AND DISMISSAL PROCESS

PROGRESS ALERT

Students who are not meeting the program standards in academic or artistic growth may be sent a Progress Alert leading to Initial Probation. The Alert notification warns a family that the student is not making progress and without some intervention, the student is in jeopardy of being placed on Probation. Parents who receive a Progress Alert are encouraged to contact their child's teachers. Students on Artistic Alert should set a conference with the teachers in their Arts Department. Students on Academic Alert should set a conference with all of the student's teachers. It is the hope of all parties involved to resolve the issue at this level and keep the student in good standing.

Note: Students may be placed directly on Probation without a Progress Alert due to a low jury score, lack of extended hours, or a major discipline infraction.

PROBATION

The intent of the Probation status is to inform the student and parents that expectations are not being met. It is a time to make a sincere effort to improve. The instructional and support staff are committed to giving additional attention to the needs of any student on probation - extra time, tutoring, etc. It is the sincere hope that all students in a probationary status will become students in good standing at the next semester review.

A student falling short of expectations may be placed on probation for any one, or combination, of the following reasons:

- ARTISTIC - a student will be placed on artistic probation as a result of a 6.9 or lower (failing) score on a semester evaluation, or falling below a 3.0 GPA in their arts area classes.
- ACADEMIC - any student falling below a 2.5 overall GPA will be placed on academic probation.
- DISCIPLINE - a student will be placed on probation for excessive discipline problems or a major violation of the Code of Student Conduct.
- PARTICIPATION - a student who is consistently absent or tardy or is not completing required inside or outside hours will be placed on probation.

Students on probation may be prohibited from participating in mainstage productions, performing in concerts, or participating in any competitions. They are expected to use this time to work on resolving the issues that caused Probation. A probationary student must complete and submit an application to perform while on probation from the magnet office.

Students may be dismissed from the program at any time after the initial probation period. If a student wishes to perform in another department while they are on probation, they must complete an application and obtain approval from their department chair, guidance counselor, and the program director.

Clear communication to students and parents when probationary status is administered is proper. Notice of the probation and interim reports request parent conferences to assure that all are informed of concerns for the student's efforts toward regaining a status of good standing at the end of the probation period. It is the parent's responsibility to make sure that their address is correct in the Portal system to insure that they receive these notices in a timely manner.

Summary of the probation process:

- The probation process alerts the student that expectations of the PCCA program are not being met.
- This process is designed to focus additional attention / staff attention on the student.
- The time period for initial probationary status is one semester.
- Reasons for probation:
 - * Falling below the required GPA in academic and specialized studies.
 - * Failing score on semester juries.
 - * Excessive discipline problems as defined by the Code of Student Conduct.
 - * Excessive participation or attendance problems.
- Restriction of student participation in the program while under probationary status is respected.
- Students on probation are required to complete progress at the designated interval.
- Students on probation can be dismissed at the end of the probationary period.

INTERIM PROGRESS REPORTS

Interim Progress reports are sent while a student is on probation to keep parents informed of their progress. For the most up to date information on student progress, parents should make sure they have access to the Parent Portal to view their student's grades. Parents may also contact their student's teachers or schedule a conference during the probation period.

EXTENDED PROBATION

Students who make progress while on probation, but do not meet the standards for full Reinstatement, may be placed on Extended Probation. All probationary stipulations will remain in place until the student can reach Reinstatement.

REINSTATEMENT

Once a Probationary student has fulfilled all of the requirements of their Probationary period and returned to good standing in the program, they will be notified of their Reinstatement to the program. If a reinstated student has a relapse into academic/artistic struggles, the process will start over with Probation.

DISMISSAL/REASSIGNMENT

Should the recommendation of reassignment be the result of the probation period the process of dismissal will be handled in a timely manner to allow the student to promptly register in his/her zoned school to avoid any lapse of instructional time. A student who commits a major violation of the code of conduct while on probation can be subject to immediate dismissal from the program. A student who does not show up to their semester jury can also be dismissed immediately.

Summary of the reassignment process:

- Clear communication to students and parents is completed.
- Notices of the Progress Alert and Probation request parent conferences.
- Recommendation of dismissal comes at the result of the probation period.
- A probationary student who commits a major violation of the code of conduct can be subject to immediate dismissal from the program.
- Process of reassignment will be handled in a timely manner to allow the student to promptly register in the zoned school.
- Re-entry is not permitted.

WITHDRAWAL

Please note that exiting the Pinellas County Center for the Arts is a final decision. Re-entry is not permitted. To exit, student and parent conferences with the guidance counselor must be held first, a written request to exit, signed by the parent/guardian, must be submitted to the program administrator. A PCCA withdrawal form and an exit interview form must be completed. Then the Gibbs High School withdrawal form must be completed through the Gibbs Guidance Office. The withdrawal form is presented to each teacher for withdrawal grades and collection of textbooks. All financial obligations must be cleared before records are sent to another school. This is to be done on the last full day of attendance at Gibbs High School. The parents will be contacted by the Student Assignment Office of Pinellas County Schools regarding their next school placement. While there are some cases where the student may remain at Gibbs High School, withdrawal does **NOT** guarantee that the student can remain at Gibbs.

Summary of the withdrawal process:

- To voluntarily withdraw from PCCA, student and parent conferences must be held.
- An Exit Interview is required.
- Withdrawal from PCCA must be completed before withdrawal from Gibbs High School is completed.
- Financial obligations must be cleared.
- Time period for the withdrawal process must not impact credits earned - recommended to occur at the semester.
- Re-entry is not permitted.

To take a leave of absence from the program:

- Any student in good standing who needs to leave the program for medical reasons, with documentation, will be permitted to re-enter by special request. This is typically handled through the Hospital Homebound program.
- Any student in good standing who withdraws from the program due to moving out of the area will be permitted to re-enter upon return to Pinellas County within one calendar year.
- Temporary administrative relocation of a student will be respected.
- Re-entry will be by special request and it not guaranteed.
- If the student should return to the program, he/she must successfully complete all upper division coursework and a senior project in order to receive a PCCA certificate.

APPEALS

Upon dismissal from the program, the student should immediately register in their close-to-home high school to avoid any lapse of instructional time. Students and/or parents who wish to appeal the dismissal must submit a Petition for Appeal, in letter form, to the PCCA office within two calendar weeks from the dismissal date. An appeal conference will be scheduled after the Petition for Appeal has been received by the PCCA program administrator. The program administrator will arrange for necessary instructional and guidance staff to be in attendance at the appeals conference.

Summary of the appeals process:

- Procedures are defined and administered through the PCCA Office.
- The Petition for Appeal is due within ten school days from the reassignment date.
- Appeals conference scheduled within ten school days from the date the Petition for Appeal is received.
- Notification of status of appeal within ten school days after conference.

Dance

PHILOSOPHY

The Pinellas County Center for the Arts Dance Program seeks to identify and train both the young artist who is professionally oriented and the young artist who has the potential to dance but may never have had the opportunity to study in a professional setting. The program helps the student to develop an in-depth appreciation of the arts and the physical and mental discipline essential to a successful career in any field.

GENERAL GOALS

All courses and departmental activities are designed to accomplish the following goals:

- To develop artist and creative potential through a sequentially-developed curriculum in both technical and theatrical dance courses.
- To provide performance opportunities at the appropriate level.
- To increase an appreciation of dance as an art form.
- To broaden an understanding of physiologically sound movement principles.
- To maintain a standard of excellence.
- To instill a sense of ethics and professionalism.
- To initiate community involvement through volunteer service and performances.

PROCEDURES AND GUIDELINES

CLASSROOM ETIQUETTE

Dance classroom etiquette is an important part of a dancer's training. Proper etiquette contributes to a safe and productive learning environment for all students and are important preparation for the professional world. Students are evaluated in each class expected on the following guidelines:

1. All dancers are expected to follow the rules outlined in the Student Code of Conduct.
2. Dancers are expected to be on time for classes, rehearsals and performances. Upon arrival dancers warm-up for each activity.
3. Correct attire and color, hair, footwear and supplies should accompany the dancer into the studio.
4. If you are late, follow the guidelines given by your instructor that may require you to sit on the floor, observe and take notes.
5. A journal, notebook, or portfolio should accompany each student to each class.
6. Do not leave the studio without the teacher's permission. If you need to leave early for appointments etc., follow Gibbs early dismissal procedures. If you become ill or injured during class, you should communicate with the teacher prior to leaving the studio.
7. No cell phones, gum, candy, food, jewelry or liquids (other than water) in the studio. No yelling, chasing or inappropriate and unsafe behavior in the studio.
8. Do not wear street shoes on the studio floor. No sitting or leaning on Barres, walls or mirrors. Muscles relax and cool down quickly, causing the body to be susceptible to injury.
9. Do not open exterior doors or windows. No extra people in the studio during class or rehearsal.
10. Speak with the teacher about recent or recurring illnesses, injuries, or physical concerns.
11. Use professional behavior with teachers, guest artist, other adults and peers.
12. It is an expected courtesy in the arts, that dancers applaud the teacher at the end of each class and thank the teacher and any live musicians that are present.

13. Respect the person space of other dancers. Do not touch another dancer's property without their immediate permission.
14. Dancers must focus on material taught in class and applying the correction/concepts from previous classes. Corrections are essential to improvement in all dance classes. Dancers should acknowledge the correction with a positive attitude. Even if you are not the one receiving the correction, apply the information given. Often the context will call for the dancer to repeat the movement in an attempt to apply the correction. If you do not understand the correction, ask for further clarification.
15. No talking during class or disrespectful behavior, which includes inattentiveness, rudeness and non-constructive criticism towards any teacher, student or guest artist.
16. Be responsible for missed class content.
17. Any studio or classroom should be dealt with in the following manner:
 - Conference with your teacher
 - Conference with the Dance Chair
 - If necessary, a conference with your teacher, Dance Chair and PCCA Administrator

NOTE: The Dance Department holds an "open door" policy. Please allow us to help you with any problems that could hinder your progress as a dance major. Parents are encouraged to communicate with teachers using Portal, emails or by scheduling appointments if you want a conference with a dance faculty member.
18. Students must respect privacy and copyright laws and must not post any PCCA Dance department pictures or video/DVD of events or classes on the Internet, social media websites (i.e. Facebook), or YouTube, Tumblr, Vine. Faculty/Guest Choreographers works must not be rehearsed or reconstructed without the consent of the Rehearsal Director and/or choreographer.

CLASS PARTICIPATION POLICY

The physical demands of studying dance while learning correct technique and performance skills require the student's highest level of commitment and discipline. Commitment means taking daily class and discipline includes taking care of the body by eating healthily, resting sufficiently, understanding the demands on the body and addressing injuries immediately. Dancers seeking to steadily improve must train intensely in order to gain the strength needed to be able to shift their concentration to their artistic development.

- Students are tardy 5 minutes after the tardy bell (five minutes are given for changing into required dance attire) and absent after 10 minutes of class. 3 Tardies = 1 Absence.
- All absences result in the loss of a daily grade. An excused absence may be made up by an out of class dance/movement 30 min. activity and a 1-page written paper. For make-up grade, papers are evaluated on content/quality. Submission follows the PCSB policy.
- After an absence students bring a note to obtain an excused absence on their attendance record. The note must be submitted to the PCCA Attendance Clerk (Building 1).
- Students must have a note that includes parent/guardian phone number, or the parents must email the teacher directly **on the same day** of a non-participation in any dance class. Students who have an injury or illness that persists beyond four calendar days must have a note from a medical physician. All students are responsible for the work missed whether the student is absent, tardy, or due to non-participation.
- Students will not be allowed to make-up work during dance class for an academic class missed due to an absence unless the student was on a field trip or performance for the dance department; the decision is left to the discretion of each dance teacher.
- If at anytime during a class, rehearsal, performance on/off campus or a field trip activity a student believes that he/she may have sustained an injury, he/she should notify a dance faculty member. Immediate first aid procedures will be implemented and a parent will be notified. An "Accident Report" will be filed with the PCCA Office. For this reason, it is important that parents notify the dance department of any changes in contact information.

- In the event that you are injured and cannot participate in class, you are required to:
 1. Submit a medical diagnosis and treatment to the teacher/Dance Department.
 2. Update the teacher/Dance Department on your medical treatment, in writing.
 If you are ambulatory, you are required to observe class (see Class Observation below). If your injury still allows you to participate in class, but with modified movement, you are required to notify the teacher prior to each class. The dance faculty can help you modify movement and determine the proper course of action for each class. The student, parent, teacher and your medical professional can work together for your return to class and prevention of chronic injuries..
NOTE: The Dance Department is committed to working with students who have a strong desire to remain in the department while rehabilitating from injury, surgery or personal issues.

CLASS OBSERVATION PAPERS

Class observation papers are written when a student is tardy or injured and cannot participate. Observation papers do not make up for missed physical participation. Students are expected to observe and write all class exercises, instructions and observations made during the entire class. Students are expected to turn (dated) papers in to the instructors at the end of class daily. Papers are evaluated for content and quality. Papers should be kept in the journal/portfolio for each teacher(s) class(es).

NON-PARTICIPATION POLICY (LONG-TERM)

Students with long-term injuries and/or rehabilitation times that require more than one week of non-participation or students who have excessive absences will be given a research written assignment appropriate to the number of days missed for skills grades and must turn in a daily assignment for daily participation grades. Students must ask for the make-up assignment.

When returning to class after an injury, students will be asked to bring a doctor's release and will return to technique class gradually until they are strong enough to return fully. It is imperative that the student work closely with the teacher in guiding this process.

If the injury is chronic and keeps the student from participation over an extended period of time (30 days or more) the teacher, Department Chair will determine an alternative resolution that may include extended research project in related areas of the enrolled courses. Alternative work does not equate for the physical requirements of the dance department.

NOTE: Some conditions may necessitate an injured student leaving the Dance Department.

LOCKER ROOM ETIQUETTE

It is the expectation and responsibility of each student to lock all personal items in his/her locker in the dressing room. Do not bring large amounts of money, debit/credit cards, valuable jewelry, phones, cameras, iPads or computers into the dance classrooms. Please report any theft or misconduct (bullying, fighting, etc.) to the dance faculty, PCCA Administrator and campus security officers immediately.

1. Locker rooms open at 6:55 a.m. daily. All dancers will receive a locker with seniors having first choice.
2. All dancers need a school combination lock. The locker number and combination must be on file with the Dance Faculty.
3. All of a student's belonging must be locked in your locker at all times. Due to the shared environment of the locker rooms in Building 8, dancers are required to keep their personal belongings including textbooks, clothing, lunch bags, and ... in a locked locker.
NOTE: PCCA is not liable for stolen property.
4. No eating or drinking (with the exception of water in a closed container). No glass containers of any type – perfumes, powders or lotion – in the locker room area.

5. No unsupervised loitering in the locker room during lunch, class or after school. (See Disciplinary procedures).
6. No dancer should enter or exit through the Emergency Exit of each locker room.
7. No dancer is permitted in the locker room of the opposite sex.
8. Dancers must respect the privacy and needs of other students when preparing for class. Please refrain from yelling, idle gossip, parties, or negative criticism while in the locker room.
9. Keep an extra set of dance clothes in you locker, in case you forget clothing or for emergency purposes.

DISMISSAL EXPECTATIONS

Students are expected to clear Building 8 by 2:30 PM unless they are scheduled for an afternoon rehearsal. Students scheduled for a rehearsal must sign in with the teacher in charge. When a rehearsal ends, the designated area for student pick up is at the front of Gibbs High School: Grande Theater (in the front of the school near the 34th Street Parking Lot).

REMINDER: *The Dance Department requires all dance students to have a signed "Parent and Student Consent Form" on file in the PCCA office regarding adherence to the departments procedures and guidelines.*

DRESS CODE

The Dance Department requires that all students be dressed properly for all classes with the appropriate clothes, shoes and hairstyles; no outerwear will be allowed in class (ie. T-shirts, leg warmers, sweat pants etc.).

Female Dance Attire:

Leotard (color determined by class level) (ballet)
 Pink or white tights,
 Pink or white ballet slippers, and Pointe shoes (at the teacher's discretion).
 Black leotard (modern)
 Black convertible tights or a black unitard

Performance Attire:

Jazz Pants – Black
 Boy Cut Short – Black
 Black circular skirt over their class leotard
 Black Capezio Junior Footlight character shoes.
 PCCA Tee Shirt required for Hosted Events, PCCA Recruitment Tours, College Visits, Festivals, and Workshops.

NOTE: Undergarments such as a bra or panty lines MUST NOT BE VISIBLE, purchase the appropriate dancewear that will accommodate any support garments.

Male Dance Attire:

White leotard or white T-Shirt
 Black tights
 Dance belt black or flesh toned
 White socks and white ballet slippers
 Black leotard black footless or convertible tights or a black unitard

Performance Attire:

White tights and black ballet slippers for performances.
Black jazz shoes or character shoes.

Hairstyles:

For boys and girls, hair must be pulled away from the face and off of the neck or cervical spine and securely fastened in ALL classes.

Fire Drills:

Drills require dance students to exit Building 8 to a designated area. All doors are locked and students are not allowed in the locker rooms. Students may bring the appropriate cover-ups for this emergency drill.

NOTE: All dance students must label their personal belongings, making identification easier. Many students have the same brands and sizes of the required attire; this will eliminate confusion and conflict.

JOURNALS AND PORTFOLIO

Journals and Portfolio are an integral part of all dance technique classes. Students are expected to maintain a journal (Ballet) and a portfolio (Modern/Contemporary) on a regular basis to the specific content prescribed by their teacher. Journals and Portfolio are required daily in class and will be graded.

TEXTBOOKS

All students are required to obtain their own copy of 'Gail Grant's Technical Manual and Dictionary of Classical Ballet'. It can be ordered through Barnes and Noble, Haslam's Bookstore, or Borders Bookstore.

All students will be issued a Dance History textbook, 'On Wings of Joy' by Trudy Garfunkel. Dance Repertory III - VI will be issued a copy of 'The Dance Technique of Lester Horton'.

NOTE: Students are encouraged to purchase or subscribe to 'Dance Magazine', 'Dance Spirit' and 'Pointe' magazines. Both may be checked out from the Dance Department's library.

AUDITION REHEARSAL & PERFORMANCE PROCESS

PERFORMANCE CRITERIA

Students in the Dance Department have the opportunity to perform in a variety of shows throughout the school year. Since dance is one of the performing arts, the selection process is accomplished through an audition. Each student in the Dance Department has gone through an audition for acceptance to the school. The audition process for performances may vary depending on the complexity of the work being auditioned. Performance auditions may range from a brief thirty minutes format held in a classroom setting to a formal one that may require a student to return for more than one session referred to as a "call-back" audition. A "call-back" is an elimination process that narrows the field of auditioned students down to a select few.

Auditions and after-school rehearsal are scheduled from 3:00 – 5:00 PM. Some rehearsals are extended due to the limited availability of guest choreographers, works that require the same dancers, and limited studio availability. Please refer to the posted Dance Calendar for specific information. One to two weeks before opening night, technical and dress rehearsals will be scheduled in the evening from 3:00 – 7:00 PM. Attendance is mandatory for all performers, understudies and technical crew.

During the audition process, a student is judged on technical ability, performance quality and style, solo and ensemble expertise, ability to assimilate movement material, rhythmic accuracy/musicality, and overall attitude in the audition. In addition, there might be gender and/or partnering requirements for the piece. In most audition cases, there will be only one audition session. Students are evaluated on their progress throughout the audition and performance process. Should a student not be able to fulfill his/her commitment to performing in a choreographic work due to any of the reasons listed, he/she will be replaced. Some of those reasons are:

- 1) Consistent tardiness
- 2) Excessive absences
- 3) Disruption of class, rehearsal and performance resulting in dismissal
- 4) Disciplinary action for any infraction of PCCA policies
- 5) Failure to learn the assigned roles in the timeframe allotted for rehearsal
- 6) Failure to be productive with faculty, students, guests, choreographers and administration
- 7) Physical injury

NOTE: The Choreographers and/or the Rehearsal Director decide upon the selection process; all decisions are final unless a dancer is injured or drops out of a work.

Once casting is finalized, cast lists for each performance work are placed on the Dance Department Call Board. A cast list reflects the role(s) a dancer has been selected for as well as understudy or technical assistance assignments for each student. Each student must initial the cast list and attend the first contract meeting for each choreographer that has cast him/her. It is the student's responsibility to check the Call Board daily, for rehearsal schedules, changes in rehearsal (date or time), casting changes (due to illness or injury), and scheduled performances (on or off campus). Contracts must be signed by the student and parent and returned to the Rehearsal Director during the first week of rehearsal. Failure to return a signed contract may result in recasting of a student's role in a performance.

NOTE: All PCCA students must have a signed parent/guardian permission form on file in the Dance Department. Students who do not have a permission form may not participate in performances, auditions or off-campus activities.

The Dance Department requires all students attend all auditions and Dance Department performances in order to familiarize themselves with the audition process and to develop the performance skills necessary for college scholarship auditions, summer intensives auditions, and national auditions. Audition attendance and performances are evaluated and entered into the technique course indicated by the student on his/her contract. The Choreographer and/or the Rehearsal Director must approve early dismissal and absences as it relates to auditions, rehearsals, and performances.

Any student that is not cast as a performer will be contracted to be a part of Dance Crew. Dance Crew will complete load-in and strike assignments for Dance Department performances or hosted activities. Crew assignments usually begin two weeks prior to the performance date, continue during the performance and end with strike. Dance Crew attendance and performance are evaluated and entered into the technique course indicated by the student on his/her contract.

All performers, understudies and technical crew are required to write and submit a critical review of the rehearsal process and the resulting performances. Critiques must be received by the Rehearsal Director within one week of the final performance and are a part of the student's performance evaluation.

Students on probation may be prohibited from participating in performances, but are required to participate in the audition process as a part of their dance curriculum. At the teacher's discretion, a student may be invited to attend rehearsals as an understudy.

NOTE: Video recording of performances is strictly prohibited by anyone other than the PCCA Dance faculty or companies authorized by the Dance Department.

SUMMER TRAINING

Students are highly encouraged to seek intensive dance training during the summer in order to develop individual goals and improve in weak areas as indicated through the jury evaluation process. The faculty will compile and post a list of available programs and costs. Upon request, individual counseling will be provided.

All students are provided a Summer Study documentation form. Serious pre-professional students can use these forms and the feedback to provide portfolio evidence of consistent training for college admissions, National Dance Honor Society points, and competitive scholarship applications.

Students are also encouraged to apply for PCCA Summer Assistance Scholarships. Applications are available in the spring semester.

COMMUNICATIONS WITH PRIVATE DANCE SCHOOLS

Students who perform with community studios, companies or theatres must provide the director of those groups with a PCCA communication form. Forms are available at the dance department student center. This form is used to communicate the essential PCCA rehearsal and performance, dates and times, which may conflict with an upcoming outside event for the student. The form works best when resolving one specific conflict – use one form per conflict.

1. It is the student's responsibility to initiate the use of the form.
2. Follow-up communication between the PCCA faculty and the studio director will determine the best solution for the student (s) involved.
3. Student, parent, studio director and PCCA faculty should retain a copy of the form and resolution to follow.

GRADING POLICIES

QUARTER GRADES

Grades are determined in both technique and theory classes by skill and knowledge of the subject, participation in class, oral and written assignments, and adherence to dress and discipline expectations. The following formula is a general guideline for dance classes:

Daily Assignments/Participation/Effort	60
Skills Test/Vocabulary	20
Journal/Portfolio/Improvement/Composition/Crew	20

Students must maintain a minimum grade of "B" for the quarter in each of their dance classes. If their grade falls below this they will be placed on probation.

SEMESTER GRADES

During the 2nd and 4th quarters, each dance student will be expected to perform a Jury Examination. This exam evaluates the dancer's technical and performance skill development for the semester/ year and determines the student's status in PCCA (See "SEMESTER JURIES" in section A). The exam is presented before the entire dance faculty and consists of two parts:

Part I – A set technique class	80%
A student and/or class set performance work in solo or small ensemble formats	
Part II - PCCA Extended Hours	20%

If a student is absent, injured or missed their jury examination, it is the student's responsibility to schedule a time for the exam to take place. In some cases, where a student has been injured and rehabilitating previous to the exam date, and it is clear that the student will not be able to physically perform, the student will be given an alternative jury exam format. Failure to complete the jury exam will result in automatic dismissal from the program.

FEES

In addition to our curriculum, there are many outstanding opportunities and services we like to provide for our students. Unfortunately, the PCCA Dance Department cannot fund them all. We have arranged for some expenses to be covered by grants, donations from service organizations and by companies providing the services. However, we must charge a student fee to cover the additional costs. All fees must be paid in cash or by checks made out to Gibbs High School/PCCA Dance Department. Be sure your student receives and retains a receipt for each fee paid.

- **School Insurance** – All PCCA students are required to purchase school insurance. No student is allowed to participate in after school activities such as rehearsals or auditions without having a copy of the current year's insurance card in their Dance file. Pinellas County Schools requires students to acquire insurance from *Academic Insurance Solutions* at <http://aisstudentinsurance.com/pcsb-2013>
- **Costume Fee** – A \$20.00 costume fee will be assessed for each student who participates in a performance. This fee covers the cleaning and maintenance of the costumes. It is payable with the completed contract.
- **Instructional Material Fee** – A one-time \$15 (See Instructional Material Fee)
- **Audition, Master Class and Workshop Fees** – All students are required to attend a minimum of three auditions for summer dance intensives. National Auditions for professional summer programs and regional/state summer study programs charge a \$15-\$20 audition fee. The Dance Department hosts auditions that insure that our students meet this yearly requirement. Students can also attend auditions off-campus for credit. College auditions fees are included to the college application process. Students must register online to attend these auditions. Some of our hosted events include: THE AILEY SCHOOL, Alonzo King's LINES Discovery Project and Audition, Boston Conservatory Audition, Florida Dance Theater, and the Florida Dance Performance Assessment.
- **Out of Town Trips** – PCCA Dance Department faculty and students have been invited to participate in Festivals, Conferences and Competitions. Many of these invitations necessitate out of town trips that provide professional and educational enrichment for our students. The dance department has traveled to Philadelphia and Miami for the National High School Dance Festival and to New York for Youth America Grand Prix Competition. The PCCA F.A.N. Club and The Pinellas Education Foundation have contributed to past travel expenses. The Dance Department Dance Club organizes fundraising events to help raise money to defray costs of airfare, hotel and fees, but students are responsible for making up the difference. The cost of the accompanying dance faculty and chaperones may also be earned through fundraising, for without them these trips would not be possible. There are several forms

involving the travel arrangements and costs, discipline requirements, and medical releases that students must complete in order for them to travel. **Strict adherence to all policies of the PCSB is required on all sanctioned trips in the Dance Department.**

- **Competitions** – Walker Rising Star, Young ARTS – High School Arts STARS Scholarship, Youth America Grand Prix, and the Columba Bush’s Arts for Life Scholarship Competition are **optional** national and state scholarship competitions. These competitions offer scholarships from \$3000 - \$10,000 in prizes. Some require pre-adjudication through submission of a two-minute technical warm-up and a two-minute sol performance DVD or upload. The information for these programs will be presented to students to determine their interest. The Dance Department is available for filming coaching of students for a professional representation of PCCA and their final recorded products. Students are financially responsible for all fees associated with the registration for each competition.

EXTENDED HOURS

All PCCA dance students must obtain 60 hours of extended hour experience per semester. It is mandatory that half of the hours (30) be obtained through in-department activities. An in-department activity may be defined as: dancing in any PCCA Dance Department production; performing in PCCA Recruitment Tour, college and community performance (a department activity); participation in auditions, workshops, festivals and projects which represent the PCCA Dance Department; participation in PCCA Dance Department Auditions as class demonstrator or pre-production crew; participation in Dance Department production crew (laying the dance floor, studio set up, ushering, box office, music engineering, publicity and costume crew); viewing a PCCA Dance Department production.

Extended hours insure that:

1. Dancer students participate
2. Dance students are active volunteers
3. Dance students are active participants

The three types of extended hours activities that Dancers can log include:

1. In-department activities
2. Out-of-department activities
3. Volunteer hours – performing arts related

As a student accumulates hours, it is their responsibility to document the hours and turn them in to the designated Dance faculty. For each extended hours activity, students will fill out an Extended Hours Form (name, dates, activities and specified proof). Completed forms and the physical proof, such as the program, ticket stubs, parent or faculty signatures and critiques, must be maintained in the student’s Dance Repertory I-IV Portfolio until Jury Examinations (a specific submission date is assigned). Completion of extended hours requirements will be evaluated 20% of the end of semester jury examination. Students receive a rubric to calculate the final grade for their extended hours submission. **It is the student’s responsibility to plan ahead when it comes to attending events for their extended hours.** PCCA calendars are available in the front office and online.

Students are required to complete, a minimum, of two Extended Hours activities that will count toward their class grade in Dance Repertory I-IV each quarter. Completion of extended hours requirements will be evaluated as 20% of the end-of-semester jury examination. Failure to complete or document the extended day requirement will result in automatic probation.

NOTE: Please see the published PCCA Calendar for exact dates.

REQUIREMENTS FOR THE CERTIFICATE OF COMPLETION – DANCE

COURSE OF STUDY

All PCCA dance majors, if starting in their freshman year, must take a minimum of twelve credits of coursework in the Dance Department. The twelve hours will include selections from the following classes based on level placement:

- Ballet I, II, III, & IV
- Dance Choreography and Performance I & II
- Dance History and Aesthetics I & II
- Dance Kinesiology and Somatics I
- Dance Repertory I, II, III, IV
- Dance Seminar and Career Prep
- Dance Techniques I, II, III, & IV
- Research I, II, & III
- World Dance

STATUS IN PROGRAM

The jury is the most comprehensive evaluation of the dance major during the year. Juries are held at the end of each semester. They emphasize the orderly sequence of material taught in the major technique and academic dance classes.

Each student must be able to demonstrate individually exercises from ballet, modern, technique, and ethnic classes with evidence of a thorough understanding. Preparation for evaluation is mandatory. The results of the jury will be the basis or partial basis for the semester grade. Evaluation requirements are as follows:

LOWER DIVISION

Freshman and Sophomore:

Semester I and Semester II

The student will:

- Perform prepared combinations and / or a variation predetermined by the major instructor.
- *NOTE: Performance requirements for each evaluation are based on current level placement*
- Present technical and historical knowledge both verbally and written as defined by semester course work.
- Present written technical and historical knowledge through the journal as defined by semester course work.
- At the end of the sophomore year, all students will be evaluated for continuation in the program and acceptance into upper level classes. This evaluation will be based upon a cumulative 9th and 10th grade juries.

UPPER DIVISION

Junior:

Semester I and Semester II

The student will:

- Perform prepared combinations and / or a variation predetermined by the major instructor.
- *NOTE: (Performance requirements for each evaluation are based on current level placement)*
- Present technical and historical knowledge defined by semester course work
- Present written technical and historical knowledge through the journal as defined by semester course work.

Senior:

Semester I

The student will:

- Perform prepared combinations and / or a variation predetermined by the major instructor
- NOTE: (Performance requirements for each evaluation are based on current level placement)*
- Present technical and historical knowledge defined by semester course work
- Present a Ballet Solo and a Modern Solo

Semester II

The student will:

- Present a Senior Project in the senior year. Performance-oriented projects will be open to the public. Research projects will be presented in lecture form for the entire Dance Department. Students must be able to articulate information regarding dance history/theory and college preparation. They must also be able to intelligently discuss current issues and developing trends of the dance world.

SENIOR PROJECT

By means of a Senior Project, the student will demonstrate his/her acquired knowledge and skill in dance. The student's senior project must focus on an area that he/she has previously studied at PCCA (for example: Ballet, Modern/Contemporary, Choreography or a combination of these formats). The choice of material for senior projects must follow the guidelines for appropriateness of subject matter.

PROCESS

1. Each senior dance major must submit a typed proposal stating his/her project format and objectives. The proposal must be submitted by the end of the second week of school for approval. The project advisor will review the proposal and approve it, or require that revisions be completed. Re-submission is required until approval is given. Final approval must be achieved by the end of the first quarter. Failure to do so will be considered non-participation in the senior project requirement (see general guidelines...*Magnet Program Certificate of Completion*), and will prevent the student from receiving a PCCA Certificate. Even seniors who are not in Dance Repertory IV or Dance Choreography Performance I or II must do a Senior Project and follow these guidelines. Each proposal must address the following:
 - A. A clearly stated educational objective ("The student will...")
 - B. The format for the overall project
 - I. Performance
 - II. Choreography
 - III. Reconstruction
 - C. Technical and casting requirements, which must follow these guidelines:
 - No outside performers or adults
 - Lights up at the top of the show and down at the end only.

- Scenery must be minimal and approved by the Senior Project Director
 - Props and set pieces must be loaded out the day after the performance.
 - Prop list must be submitted at the time of proposal.
 - Costumes are provided only by the student. A costume list must be provided by the second week of rehearsal.
 - Music must be submitted with proposal and approved.
- D. The reason(s) the student picked the project he/she will complete an Artist's Statement.
- E. Support documentation for approval of the senior project format:
- **Performance** – style of dance; proposed choreographers; format: solo, small ensemble or large ensemble; proposed length for each work; dvd of works or excerpts; solo or ensemble choreography,
 - **Choreography** – minimum of two minutes of work showing the initial choreographer's intent; visual diagram of composition development; format: solo, small ensemble or large ensemble; proposed length for each work;
 - **Reconstruction** – a copy of the work; choreographer's approval; contract agreements; and funds needed. *NOTE: To be approved, this must be a work that you are confident in the style and have previously performed or that you have been involved in the rehearsal process.*
- NOTE: A senior project is usually 15 – 20 minutes. There is not a specific time limit to a senior choreographer's work. The Senior Project Director and the individual senior will look at the proposal and agree on the amount of material supporting the senior's skill development in dance.*
- F. A full description of the student's duties and responsibilities, with deadlines, a planning log or calendar, research methods, DVD documentation, and self-evaluations.

NOTE: Any deviation from the above can be approved only through the Senior Project Director.

- G. A list of criteria on which the student expects to be evaluated.
 - H. Requested date of the performance – picked from the scheduled Senior Project dates. It is understood that the senior may not get his/her first choice of date.
 - I. Requested performance venue. If the project performance will occur in an alternative site. (Remember you are proposing for your Senior Project Director's feedback on why the proposed venue is or is not approved).
 - J. List any other special considerations specific to your senior's project that may not have been previously mentioned.
2. Once approved parents will receive a Parent Notification of Senior Project Progress Report from the Senior Project Director.
 3. Once approved, senior dancers must schedule an individual conference with the Senior Project Director for individual directions, specific to their project. Using the PCCA Senior Project Checklist – Dance, senior dancers must record the feedback received and obtain the required signatures after each meeting. The checklist uses a minimum of four assessments during the length of the project; however, a senior student is encouraged to schedule meetings with the Senior Project Director as needed.
 4. Once all projects are approved with signatures from the student and the dance faculty, the Senior Project Director will group projects and a date will be assigned for the performances. These dates will be announced in Dance Choreography Performance I class and posted by the Senior Project Director on the call board. Each senior will then be responsible for working toward and meeting the assigned performance deadline. The PCCA Senior Project Checklist – DANCE must be utilized throughout the project. The Senior Projects Director will give out the checklist.

NOTE: Any project that is approved by the Dance Department should be appropriate for public presentation. The Dance Department reserves the right to restrict the performance of any material of a mature nature to a closed studio performance only (possibly the student's adjudicators).

5. Immediately after proposals have been approved, senior students will plan and propose an audition date and cast their individual projects. One copy of the cast list must be posted on the call board and one copy must be given to the Senior Projects Director. Student dancers must abide by the same rules as members of the Dance faculty:
 - Cast members must initial the cast list, or be replaced.
 - Cast members must complete and sign a Dance Production Contract, which will be strictly adhered to. The signed contracts must be submitted to the Senior Projects Director one week after the rehearsal process begins. Failure to sign a production contract will immediately affect the student performer's grade.

NOTE: Parental consent, via the Dance Production Contract, acknowledges awareness of the content of the Senior Project.

6. No later than six weeks prior to the performance, each senior dancer must begin full rehearsal for his/her project. At this and subsequent rehearsals, the student must take attendance. This attendance record must be turned in weekly with the senior's portfolio (see below). At the first rehearsal, a rehearsal schedule must be generated to the cast members and the Senior Project Director. The rehearsal schedule must be attached to the student contracts when distributed to the student dances. Changes to the original rehearsal schedule must be updated on the callboard and submitted to the Senior Project Director.
7. Four weeks prior to the performance the student will fill out the Production Requirement Sheets provided by the Senior Project Director, who will then meet with the technical director on the technical requirements for each senior's project. Technical needs **MUST** be minimal. A required production meeting will then be scheduled for all seniors and the technical production crew.

NOTE: All Senior Projects must be digitally recorded for placement into the Dance department archives. Recording is the responsibility of the Senior class.

NOTE: Due to copyright issues, some senior project material may not be eligible for recording and distribution. It is the senior dancer's responsibility to be that they understand and have written documentation of the choreographer's guidelines. The senior must then insure that the guidelines are implemented.

8. A Senior Project Portfolio must be submitted to the Senior Project Director four times during the process.
The portfolio assessment dates:
 1. 1st Grading Period – Set up, PCCA Checklist, Proposal and Self Evaluation #1
 2. 2nd Grading Period – Rehearsal, Research, Hours and Self Evaluation #2
 3. Jury Examination – Rehearsal Notes, Production Requirement Sheet, Publicity, Hours and Performance of a Preview.
 4. Final Submission – Final Evaluation with Dance FacultyThe specific portfolio content will be identified in the Dance Choreography Performance I course.
9. The student is responsible for scheduling his/her own rehearsals. There should be a minimum of six hours a week spent on both group and solo rehearsal for a senior project. These should be noted in the portfolio rehearsal log. Students should schedule rehearsal off campus and arrange for parent supervision. School space is extremely limited and will only be available under the following circumstance:
 - If a dance faculty member is already rehearsing another show and is available to supervise the senior project rehearsal as well,
 - The Dance department is hosting an audition, workshop or another activity in Building 8 where

a dance faculty member is hosting and agrees to supervise the senior project rehearsal. The senior project rehearsal must not interfere with the activity hosted or the participation of another dancer that is required to attend the hosted activity.

- Senior dancers should use the sign up procedures to secure space that meets the above criteria.

NOTE: If a senior plans ahead, there are numerous Dance department activities where a project rehearsal can take place. These include: PCCA Recruitment Tour rehearsals, Walker Rising Star Competition, PCCA Auditions, College and National Auditions hosted in January, and selected days when students are not required to attend school, PCCA Dance faculty is present.

The senior holding a rehearsal on campus is expected to conduct him/herself and the rehearsal in a professional manner. Failure to do so will result in disciplinary action.

NOTE: Other shows will be rehearsing at the same time, so senior dancers must bear in mind that performers, as well as rehearsal space and resources will be limited.

10. The Senior Project Director will serve as liaison with the technical staff for the technical needs of the Senior Projects. The Technical Director and the Senior Project Director will schedule one (1) technical rehearsal for each set of performance dates of the senior projects. There will be only one (1) technical rehearsal per performance. Therefore, technical requirements of each senior project must be very simple.

NOTE: The students themselves should never contact the technical staff concerning their senior project.

11. It is the senior classes' responsibility to set calls for their cast for the technical rehearsals. Call for the performance may be only one hour beforehand. The senior class or a designated group of seniors is also responsible for publicizing their project.

NOTE: All expenses incurred while producing the senior project are the responsibility of an individual senior or the senior class as a whole. Supplies, publicity, space rentals and choreographer's fees should not be billed to the Dance department.

12. Jury Examinations, for seniors, are used as a preview showing of their senior project and for faculty feedback. Seniors must perform the entire proposed project content. It is acceptable for the material to be in need of more rehearsal and cleaning. The jury examination is used as the 4th assessment listed on the PCCA Senior Project Checklist – DANCE. It monitors a senior's progress prior to final senior project presentation.

13. Within one week following the performance it is the senior student's responsibility to schedule a final critique of the performance with the Dance faculty. The senior project experience is not considered complete until this is done (see PCCA Checklist –DANCE). Failure to complete it one week after the performance will result in an unsatisfactory rating on the project. He/she must have all finalized portfolio content available at the critique (see Senior Project Portfolio).

NOTE: Senior must include the DVD recording and Final Presentation content.

14. Criteria for evaluation include, but are not limited to: Technical Skills; Performance Skills; Interpretation of the choreographic work; Dynamic variation in musicality/phrasing; Commitment and Focus; Ensemble Awareness; Portfolio Content; and Planning, Rehearsal and Production duties.

The student will be assigned a grade for his/her senior project. The grade will go into the Dance Choreography Performance I class and a portion of the grade will go into the Dance Repertory IV and Ballet class. A grade of A, B or C is a satisfactory rating and means that the student has passed his/her Senior Project.

Should the student rate an unsatisfactory (a grade of D or F) on the senior project, it is their responsibility to rewrite and submit their senior project proposal within one week of the critique as specified by the faculty. The student must then repeat the process or the portion of the process indicated by the faculty, and schedule a second, possibly private, viewing for the adjudicators no later than May 1st.

NOTE: PCCA Certificates will only be awarded to those seniors who complete their project with a satisfactory rating.

Music

PHILOSOPHY

The Music Program at the Pinellas County Center for the Arts is dedicated to the development of each student's knowledge and artistic excellence in their area of music. A variety of instructional and performance opportunities prepares students either for advanced musical study or instills an appreciation for the arts in those who choose other careers. Students' growth at the Center for the Arts will be directly proportional to the amount of time spent with their discipline. Inasmuch as the administration and the staff of The Pinellas County Center for the Arts consider it a privilege to teach gifted and motivated students, we feel it is reasonable to expect certain work ethics and behaviors from the talented students with whom we work.

GENERAL GOALS

It is the goal of the Music Program to assist each student to:

- Grow in knowledge, skill and the creative practice of learning music in conjunction with a complete academic program.
- Develop and heighten awareness of contemporary issues and ideas in music through study, practice and exposure to exemplary musical forms and processes.
- Continue to develop and exhibit self-discipline in pursuit of their chosen field.
- Perceive the interrelationship between music and other arts and to apply techniques of related arts to one's own discipline.
- Develop an awareness of career opportunities and the appropriate advanced training, college, or professional experience that is necessary to pursue a career in the arts.
- Develop leadership abilities through active participation and/or membership in a variety of school and community settings.
- Participate in a variety of ensembles and performances within PCCA and in the community.
- Develop critical skills that describe, interpret, and refine one's responses to works of music.

PROCEDURES AND GUIDELINES

The Music Department consists of two divisions; Instrumental Music and Voice. Each division is headed by full time instructors. Every student is supervised by the instructors in their area of focus.

1. All students are expected to strictly follow the rules outlined in the Code of Student Conduct and the following expectations and procedures.
2. Students with private lessons must report for attendance to their scheduled classroom teacher. When private lessons are scheduled students are expected to go directly to their lesson and return promptly.
3. Promptness is very important. Students are expected to be on time for class and for rehearsals, performances and events. The philosophy is that (rehearsal and lesson) time is very valuable and students should not delay the efficiency of rehearsals or events or infringe upon other students' valuable time by being late. On time for class means being in your assigned seat at the sound of the bell with your designated materials. Because of the intensity of these classes, no student will be allowed to leave class for any reason excepting school functions that are unavoidable (assemblies, fire drills etc.) or IA's (Instructional Activities). Students should assume a proper rehearsal attitude upon entering the rehearsal room and become quiet when the bell rings. Students should keep late passes from other teachers to a minimum, as work missed from class cannot be made up. At performances,

rehearsals and other events, students should arrive early so that roll can be taken prior to the designated starting time. **Any student who uses a practice room for anything other than practice will receive disciplinary action.**

4. Food or drinks (other than water) will not be brought into any classroom, rehearsal and/or performance. Students will not chew gum in class or at performance events. Candy or other fund-raising food items will not be sold in the classroom.
5. Students are expected to behave in a mature and dignified manner in class, and at rehearsals and performances. Talking or communicating between individuals during rehearsal time is out of order. Politeness and attentiveness are expected from students towards the person in charge (or speaking) at the moment—whether it be the director, substitute, officer, assigned student, or visiting guest. Rudeness by an individual is considered in poor taste and will not be tolerated.
6. Students are expected to bring and use a sharpened pencil daily in their performance class. In order not to waste rehearsal time, good musicians make marks in their music, which serve as learning reminders so that music may be learned more efficiently and accurately.
7. Students are expected to maintain good posture and a positive, industrious attitude during rehearsals. Proper posture, as defined by each instructor, is essential to successful musical performance. Personal grooming will not be permitted in the classroom, practice rooms, or rehearsal hall.
8. All music students receive individualized lessons by an instructor of expertise in their area. The lesson time is determined by the teacher at the beginning of each semester and is expected to be adhered to by the student. Individual instructional logs are maintained for all students and are reviewed at each grading period to assess growth.
9. The Gibbs High School policy regarding cell phones and electronic devices will be enforced in all music classes.

Failure to adhere to the above procedures and guidelines will result in the lowering of grades and will affect the student's standing in the program.

APPLIED MUSIC PRACTICE

While all music students receive private lessons, it is the student's responsibility to engage in daily individual practice to gain the full benefit of the private lesson. When a private instructor makes a weekly assignment, it should be the primary focus of the student's own individual practice.

STUDENT RECITAL SERIES PHILOSOPHY

It has been steadfastly proven in music education that the understanding and enjoyment of different performance mediums are significantly enhanced when student musicians perform before or comprise the audience for their peers. The administration and music faculty of PCCA strongly support this practice and have, therefore, instituted the Student Recital Series.

PROCEDURES

After-school recitals will be held to allow students to perform and experience the performances of others. Dates for the student recitals can be found in the current PCCA calendar, but are generally held one afternoon per month. All students in their Sophomore, Junior, and Senior year will be assigned a performance minimum of once a semester. Failure to perform successfully on a student recital during the semester will result in the lowering of the semester grade by one letter grade in the student's major ensemble class. Additional failures may jeopardize one's good standing in the program. The recitals will generally last 1 to 2 hours. Students can either provide for their own transportation to exit the campus or

they may wait in front of the Grande Theater near the parking lot on 34th Street until they are picked up.
Attendance at this recital series is mandatory for all music majors.

STUDENT EXPECTATIONS

Attendance at concerts, ensemble performances, student recitals, Festivals, and their associated rehearsals are mandatory for all Music students. The performance schedule is understandably heavy given the scope and nature of the program. It is difficult to plan a whole year of events in advance and many dates will be added to the performance schedule as we receive requests for them. As much advance notice (as is given the staff) will be given to students and parents regarding additional performances. A calendar with performance dates will be published on the PCCA Music Moodle site.

1. Student recitals and performances are required of all music students. You must schedule all work or appointments around recital dates, as these are not acceptable excuses for missing. The faculty will determine acceptable excuses. Students must avoid schedule work, doctor's appointments, etc. on recital dates.
2. Students will be given an attendance/analysis form before the recital and must turn in the form after the recital. This form will be used for attendance and to show that the student attended the entire recital. As these activities are an extension of each student's performance class (i.e., individualized lesson), a portion of that class' grade will center on concert/recital attendance. Unexcused absences or no make-up performance credit will result in the student's grade being lowered to an "F" for the quarter.
3. Behavioral standards during student recitals will be those expected in any public performance.

FEES

CHORAL PERFORMANCE ATTIRE RENTAL FEE

A fee of \$10.00 per year will be assessed to all performers enrolled in a choral ensemble to cover annual robe cleaning. The choir's male and female students will be responsible for a white shirt, black pants or skirt, black dress shoes and black socks.

INSTRUMENT RENTAL FEE

Students who rent an instrument from Gibbs High School are subject to an annual Instrument Rental Fee of \$35.00 per semester (\$60.00 per year). Students will be responsible for all consumables (i.e., cork grease, reeds, valve oil, strings, etc.). During the summer months a Fee of \$30.00 will be assessed. Percussion students will only be assessed at the rate of \$30.00 per year because of the instrument's inability to travel home with the student. Rental forms must be acquired from the Instrumental Instructor. Students who qualify for free/reduced lunch will have their fees waived. To apply for a reduction or waiver of this fee, please fill out an application in the PCCA office.

MAINTENANCE OF MUSIC AND INSTRUMENTS

Each student will be expected to properly maintain assigned music and instruments. Loss or gross negligence of materials or instruments will result in a monetary assessment from the student for replacement or repair.

EXTENDED HOURS

All PCCA Music students must obtain at least three outside events per semester. Students are required to complete this requirement by attending out-of-discipline, including theatre performances, dance concerts, visual arts exhibitions, etc. each semester.

As the student accumulates events, they will have to be closely documented with his/her major instructor. Going to a play, for example, will require proof, such as the program and the ticket stub with a parent's signature on it, verifying attendance.

Completion of extended hour requirements will be evaluated at the end-of-semester jury review. Failure to complete required extended events would result in probation status.

REQUIREMENTS FOR THE CERTIFICATE OF COMPLETION - INSTRUMENTAL MUSIC COURSE OF STUDY

All PCCA instrumental music majors, if starting in their freshman year, must take twelve credits of coursework in the Music Department. The twelve credits must include the following classes:

- Introduction to Music Performance*
- Orchestra I, II, III, IV
- or Wind Ensemble I, II, III, IV
- or Jazz Band I, II, III, IV
- or Guitar I, II, III, IV (Guitar majors only)
- or Piano I, II, III, IV (Piano majors only)
- Keyboard (Piano Majors exempt)
- Music History
- Music Theory I, II
- Senior Seminar

* may be waived if remedial coursework is needed

All Instrumental majors may then complete any additional credits available by selecting from the following classes. Instrumental majors are highly encouraged to participate in vocal ensembles to give them a more complete education in Music:

AP Music Theory
Choral Ensembles (strongly recommended)
Composition-Arranging
Jazz Band
Studio Recording
Conducting
Music Philosophy
Electives from other PCCA departments

STATUS IN PROGRAM

All PCCA instrumental music students must be evaluated each semester by a panel of adjudicators consisting of music faculty members. Juries are given at the end of each semester and function as the exam grade. Selections to be performed will be determined by the major instructor at the midpoint of the second quarter of each semester. Preparation for evaluation is mandatory. Evaluation requirements are as follows:

LOWER DIVISION

Freshman and Sophomore:

Semester I and Semester II

The student will:

- Perform scales specified by the instrumental instructor
- Present solo work or etude
- Sight-read a selection of the instrumental instructor
- Material for the jury will be provided to the student by their private teacher
- *At the end of the sophomore year, all students will be evaluated for continuation in the program and acceptance into upper level classes. This evaluation will be based upon a cumulative 9th and 10th grade juries.*

UPPER DIVISION

Junior:

Semester I and Semester II

The student will:

- Perform scales specified by the instrumental instructor
- Present solo work or etude
- Sight-read a selection of the instrumental instructor
- Material for the jury will be provided to the student by their private teacher

Senior:

Semester I

The student will:

- Perform scales that are specified by the major instructor
- Present excerpts of their senior recital repertoire as requested by the panel. It is the faculty's discretion if these excerpts will be announced prior to the jury. The student must pass this portion of the jury in order to obtain approval to perform their senior recital.

Semester II

The student will prepare a full-length recital. Presentation of the Senior Recital will be given in the Winter/Spring of the senior year followed by a consultation with the music department faculty on the success of the project. The senior recital replaces the jury for seniors and functions as their final grade in their performance class.

REQUIREMENTS FOR THE CERTIFICATE OF COMPLETION – VOICE COURSE OF STUDY

All PCCA voice majors, if starting in their freshman year, must take twelve credit hours of coursework in the Music Department. The twelve credits must include the following classes:

- Senior Seminar
- At least one choral ensemble every semester in residence
- Vocal Techniques I
- Keyboard
- Music History
- Music Theory I, II

All vocal majors may then complete any additional credits available by selecting from the following classes:

- Composition-Arranging
- Conducting
- Music Philosophy
- AP Music Theory
- Electives from other PCCA Departments

STATUS IN PROGRAM

All PCCA vocal music students must be evaluated each semester by a panel of adjudicators consisting of music faculty members. Juries are given at the end of each semester and are the basis for the semester exam grade. Preparation for evaluation is mandatory. Evaluation requirements are as follows.

LOWER DIVISION

Freshman:

Semester I and Semester II

The student will:

- Perform one song specified by the major voice instructor
- Perform a technical jury to demonstrate sight reading

Sophomore:

Semester I

The student will:

- Perform one song specified by the major voice instructor
- Perform a technical jury to demonstrate sight reading

Semester II

The student will:

- Perform two songs specified by the major voice instructor
- Perform a technical jury to demonstrate sight reading

UPPER DIVISION

Junior:

Semester I and Semester II

The student will:

- Perform two songs specified by the major voice instructor
- Perform a technical jury to demonstrate sight reading

Senior:

Semester I

The student will:

- Perform a senior recital preview with all 8 recital selections fully prepared. The faculty will not specify the songs or excerpts for this preview until the preview begins. The student must pass this preview to obtain approval to perform their senior recital.

Semester II

- The student will prepare a full-length recital. Presentation of the senior recital will be given in the Spring of the senior year followed by a consultation with the Music Department Faculty on the success of the project.

SENIOR PROJECT (RECITAL) INSTRUMENTAL AND VOICE

By means of a Senior Recital, the student will demonstrate his/her acquired knowledge and skill in his/her specific area of instrumental or vocal music. Successful completion of the Senior Recital is regarded as the highest measure of achievement that PCCA music students realize.

PROCESS:

1. Each senior music major must return the issued contract to the music department head stating his/her repertoire by assigned deadline. This is to be established with the guidance of the major performance teacher. For voice students this will include, but not be limited to, two French, two Italian, two German songs and two English songs. Instrumental Music students will perform several pieces or movements totaling approximately 25 minutes. While this may seem rather imprecise, the students have at their disposal the vast knowledge & experience of their private teaching. Their teachers know what does and does not make for a good recital. The vast majority of the repertoire will be solo literature with the option of doing one ensemble piece (not to exceed 5 minutes). For this one piece, students are encouraged to collaborate with those with whom they are sharing the recital.
2. Upon approval, the student must then prepare the recital for a specific deadline to be announced at the end of the second grading period of the first semester.
3. A number of written elements are required of each student in this process, including program notes, translations, and other program information. Students must adhere to the deadlines to receive a passing grade on the recital.
4. The music department will provide a supplemental Senior Recital Handbook to all senior music majors.

NOTE: PCCA Certificates will only be awarded to those students who complete their senior project with a satisfactory rating.

Theatre

PHILOSOPHY

The PCCA Theatre Department is designed to offer students an in-depth knowledge of the literary, performance and technical skills necessary to enter top-level colleges, universities or professional institutions. A variety of instructional, practical and performance opportunities will prepare the student for advanced theatre study and employment in the theatrical profession. This department offers four possible major study focuses: Performance Theatre, Musical Theatre, Literary Theatre, and Design Technology (formerly known as Technical Theatre).

GENERAL GOALS

It is the goal of the Theatre Program to assist each student:

- To grow in knowledge, skill and the creative practice of the chosen art form of theatre in conjunction with a complete academic program.
- To develop and heighten awareness of contemporary issues and ideas in theatre through study, practice and exposure to exemplary theatrical forms and processes.
- To continue to develop and exhibit self-discipline in pursuit of their chosen field.
- To perceive the interrelationship between theatre, the related arts and other disciplines.
- To develop an awareness of career opportunities and the appropriate advanced training, college, or professional experience that is necessary to pursue a career in the arts.
- To develop leadership abilities through active participation and/or membership in a variety of school and community settings.
- To participate in a variety of ensembles and performances within PCCA and in the community.
- To develop critical skills that describe, interpret and refine one's responses to works of theatre.

PROCEDURES AND GUIDELINES – PERFORMANCE AND MUSICAL THEATRE

1. All students are expected to follow the rules outlined in the Student Code of Conduct.
2. Students are expected to be on time for class, rehearsals, performances and other events. Class and rehearsal time is valuable, and students should not delay the efficiency of class work or rehearsals or infringe upon other students' valuable time by being late. On time for class means being in the classroom and in your seat at the sound of the bell with designated materials.
3. Food, drinks and chewing gum will not be permitted in the classroom or in the theatre, scene or costume shop at any time. Candy or other fund-raising food items are not to be sold in the classroom.

RATIONALE FOR CHOICE OF PRODUCTIONS

All mainstage plays for each PCCA production season are reviewed and approved by our Theatre Department staff, the program administrator and our Script Review Panel. The panel is appointed and consists of PCCA parents, other school employees not of the PCCA staff, and members of the arts community. The function of the Script Review Panel is to review the play selections of the Theatre Department for the merits of each selection. The focus of this review is to assess the instructional value and appropriateness of the proposed scripts in content and theme. A respectful understanding of the playwright's purpose is paramount to this process. Should a selection contain adult language and action of a mature nature, it is measured for its value toward character development and significance to the storyline. Edification of non-essential information, yet in keeping with the author's intent, is respected and practiced. Should a selection not receive a favorable review due to its lack of instructional value or inappropriateness in content and theme, it is removed from the selection process and a new selection is considered. Once a selection receives a favorable review by a majority of the panel it is recommended for approval by the Program Administrator. Once approved, the play is placed on the performance schedule for the school year.

A selection that has been approved and edited but still contains some adult language and/or mature subject matter will require additional action prior to the performance of the play: 1) each cast member's parent(s) will be provided, upon request, a perusal copy of the script to read in order to provide a written endorsement of their student's involvement in the play, 2) a copy of the script will be made available in the PCCA office for any parent to peruse, 3) a notice will be placed in the program stating that "adult language and/or material" are contained in the play for viewer discretion, as is the accepted practice of the Florida State Thespian Society, our state organization for high school theatre students. *(It should be noted that at the State Thespian Conference each year approximately 50 of 200 plays/play excerpts (without any edification) are presented containing adult language and action of a mature nature and have this notice in the program.)* Any patron in attendance at a performance not wishing to view the play will be provided a refund of their admission prior to the performance.

Due to the great diversity in plays and playwrights to be covered in such a specialized program as ours, and in order to provide a well-balanced performance experience for our theatre majors, we make a diligent effort to address all genres of theatre. The range in types of plays and styles of writing required in our curriculum is extensive: types including comedy, drama, tragedy, satire, farce, melodrama, absurdism and experimental works; with styles of writing to include Classicism, Romanticism, Symbolism, Expressionism, Naturalism and Realism. All literature is reviewed for its social, cultural and historical significance.

Once a play is introduced and cast, instruction focuses on all aspects of the piece. In addition to its social and historical setting, all elements of the play are analyzed; exposition, rising action, conflict, climax, falling action, denouement, dialogue, setting and theme. Literary devices such as imagery, mood and symbolism are studied. All biographical information to include time period, cultural information, social influences and historical influences are addressed. A keen understanding of the author's purpose is paramount to the learning process. All language and action of a mature nature is discussed for its value toward character development and significance to the story line. Artistic interpretation of the director, in keeping with the author's intent, is respected and practiced.

Once staging of the performance has come to closure, a written critical analysis of the experience is conducted. All of the above points addressed in the instructional process comprise the evaluation process. It is essential that all of our students involved in the production are able to fully comprehend the significance of the play studied and are able to place into perspective its importance to the professional theatre arena. We are about the mission of providing specialized arts training for specially identified students who have unique artistic ability and wish to pursue careers in professional theatre. Therefore it is imperative that we address the material of the theatre world.

AUDITIONING PHILOSOPHY

Auditioning is an extremely important skill for any theatre major since this is the skill by which talent is judged. Entry into an institution of higher learning, obtaining a role in any theatrical production and employment in any performance area requires sharp skills in auditioning. Therefore, in order to practice these skills, it is mandatory that all performance and musical majors audition for all mainstage productions in the theatre department. Performance majors are furthermore strongly encouraged to audition for all minor season shows. Students on academic probation are required to audition, even though they may not accept a role until they re-establish a status of good standing.

AUDITION REQUIREMENTS

All theatre majors must audition for all performances, both theatre and musical theatre. Absences from these auditions will only be excused by a doctor's note or an extreme family emergency (documentation and verification necessary). If a student is to be absent for an audition, the PCCA office should be notified no later than 12 P.M. on the date of the audition. If an extended illness occurs, causing the student to miss the entire audition process, they must still make up the audition upon returning to school, but will not be guaranteed a role in that production. Failure to audition will result in immediate probation status for three full grading periods. In emergency situations, the student must arrange a makeup audition.

If a student is cast in a performance, he/she will accept the part by initialing the cast list by the end of the day of the posting. Unless absent on the day of posting, the absence of initials will be understood as a refusal of the part. At that time, the director will cast their next choice. Accepting a role requires completion of a contractual agreement, the Theatre Production Contract, and a grade will be assigned the student in the PCCA class of the director's choice. Any student not fulfilling this contract will be considered undependable for future productions and will receive an unsatisfactory grade.

Auditions are typically held over two days after school, with callbacks being held on the third day. For exact audition information, the students must read the callboard every day.

COSTUME FEE

The PCCA Theatre program implements a full production schedule as a support system for those skills learned in the classrooms. These productions are viewed as a necessary part of a well-rounded artistic education since performance skills cannot truly be learned until they are used and practiced.

The theatre department's philosophy is that any artistic piece produced should be of the highest quality possible so that optimum learning might take place. This has proved to be an overwhelming and costly undertaking. Budgets do not meet artistic demands.

To this end, the theatre department has implemented a costume fee, not to exceed \$20.00, which will be assessed to given roles of all theatre department productions. The fee is used to cover basic costuming materials and supplies. This will help a great deal toward deferring the tremendous expense of costuming and providing makeup for mainstage productions. Failure to pay this fee could result in an actor being dismissed from the production.

PRODUCTION REQUIREMENTS

Students may participate in all aspects of theatre production. Areas of participation might include: a) performer, b) technical crew, c) usher, or d) promotional staff. Students are required to attend all mainstage productions.

Students who are chosen to participate as performers or technicians will be expected to attend after school rehearsals. Approximately three weeks before opening night the rehearsal hours may increase into the evening. Two weeks before opening night, there will be required technical and dress rehearsals after school. A rehearsal schedule will be handed to all cast and crewmembers by the second rehearsal after the posting of the cast list. Those rehearsals that are exceptions to the Monday-Friday time slot will be noted on the rehearsal schedule.

Students are responsible for being off book, vocally prepared and having choreography performance ready by the date indicated on the rehearsal schedule. Failure to do so may require the suspension of the student from the production.

A student may also be dropped from a production for discipline reasons or infractions of general school policy.

EXTENDED HOURS MUSICAL AND PERFORMANCE THEATRE

All PCCA Theatre students must obtain 60 hours of extended hour experience per semester. It is mandatory that half the hours (30) be obtained through in-department activities. An in-department activity may be defined as: acting in any PCCA theatre department production, working backstage during a PCCA production, pre-production technical assistance (set construction, props, costumes, etc.) ushering/box office or viewing a PCCA theatre department production.

Students may complete the outside extended hour duties in one of two ways:

1. Attendance at Fine Arts oriented events and rehearsals in other PCCA departments each semester.
2. Attendance at Fine Arts oriented performances and rehearsals outside PCCA. These events must be live performances and may include visual arts exhibitions, dance and music concerts, theatrical productions, etc. Lessons in dance, piano, vocal, etc. are not considered performances.

As the student accumulates hours, it is their responsibility to document the hours and turn them in to his/her instructor. Going to a play, for example, will require proof, such as the program and the ticket stub with a parent's signature on it, verifying attendance. A critical review must be turned in after each PCCA performance to receive credit. This requirement only applies to attending PCCA performances, recitals or gallery showings. Completion of extended hour requirements will be evaluated as part of the end-of-semester jury review.

REQUIREMENTS FOR THE CERTIFICATE OF COMPLETION– THEATRE

All PCCA theatre majors, if starting in their freshman year, must take a minimum of twelve credits of coursework in the Theatre Department. There are two courses of study: performance and musical theatre. The twelve hours must include the following classes:

Performance Track

- Acting I, II, III, IV
- Technical Theatre Design and Production I (Stagecraft)
- Theatre History
- Playwriting
- Directing
- Video Production

Musical Theatre Track

- Musical Theatre I
- Acting I, II, III, IV
- Technical Theatre Design and Production I (Stagecraft)
- Dance Techniques I
- Musical Theatre Workshop (MUO 1101- Dual Enrollment Course)
- Directing
- Choral Ensemble

Literary Theatre Track

Literary Theatre is an option Theatre students can choose as a major once they are enrolled in either Musical or Performance Theatre. The Literary Theatre major allows students to focus more on Theatre History, Dramaturgy, and Playwriting. It has its own course progression and separate requirements for Semester Juries and the Senior Project.

- Acting I, II, III, IV
- Technical Theatre Design and Production I (Stagecraft)
- Theatre History
- Directing
- Playwriting

All majors may then complete any additional hours available by selecting from the following classes:

Costume Lab
Directing
Keyboard
Music Theory I, II
Musical Theatre I, II, III, IV
Publicity/Theatre Management
Scenic Lab
Sound Design
Stage Makeup Theatre Cinema and Film Production
Various Choral Ensembles

STATUS IN PROGRAM

All PCCA theatre students must be evaluated each semester by a panel of adjudicators. Preparation for evaluation is mandatory. Failure to do a semester evaluation by the end of the semester, without proof of extenuating circumstances, is automatic grounds for dismissal from the program. Evaluation requirements are as follows:

PERFORMANCE THEATRE

LOWER DIVISION

Freshman:

Semester I & Semester II

The student will perform a two to three minute monologue taken from a published, one, two or three act play. The material chosen must be contemporary realism (written after 1960). Age range of character should be approximately that of the student. One chair may be used. No costume or props will be allowed.

Sophomore:

Semester I & Semester II

Prior to the end of the first nine weeks of each semester, students will perform a duet scene from a published contemporary play. Once contracted, choice of partner or scene may not be changed. Failure to follow contract timeline will result in automatic probation or removal from the program. Suggested costumes, props and scenery are required. In addition, students must perform one duet improvisation chosen by the adjudicators at the time of evaluation.

At the end of the sophomore year, all students will be evaluated for continuation in the program and acceptance into upper level classes. This evaluation will be based upon cumulative 9th and 10th grade juries, GPA in PCCA classes, extended hour requirements, academic GPA, and general behavior.

UPPER DIVISION

Junior:

Semester I & Semester II

The student will perform one contemporary (written after 1940) and one classical monologue from published plays. Total performance length for both monologues should not exceed five minutes. One chair only may be used. No costumes or props will be allowed, except a fan or kerchief for the classical monologue.

Senior:

The student will prepare a showcase alongside their assigned group of four, but this may vary. This section must include four monologues from varying time periods, two duet acting scenes from different periods, and one film. Each of the requirements must be performed by the senior and must measure the student's acting and filmmaking skills.

MUSICAL THEATRE

LOWER DIVISION

Freshman:

Semester I

The student will present one song from a published musical, performed in context with appropriate characterization, emotion and blocking. The song must be accompanied by live music.

Semester II

The student will portray a single character by performing a song from a musical and a monologue not necessarily from a musical, but from a published production. The monologue and song must be played in context with appropriate character, emotion and blocking. Staging, suggestive props and costumes are suggested. The song must be accompanied by live music. There will also be a dance component to the jury.

Sophomore:

Semester I

The student will portray a single character by performing a monologue and a song from a full length, published musical in context with appropriate character, emotion and blocking. The monologue does not necessarily need to be from the same musical or play. Staging and suggested props and costumes are suggested. The song must be accompanied by music. There will also be a dance component to the jury.

Semester II

The students will perform two songs of contrasting style from full length, published musicals. The songs should allow the performer to portray characters of varying personality, background, situation and emotion. Staging and suggestive props and costumes are required. The song must be accompanied by live, taped or computerized music. The student will submit the songs to the Theatre Department Chair by the end of the first quarter of Semester II. There will also be a dance component to the jury.

At the end of the Sophomore year, all students will be evaluated for continuation in the program and acceptance into upper level classes. This evaluation will be based upon cumulative 9th and 10th grade juries, GPA in PCCA classes, extended hour requirement, academic GPA, and general behavior.

UPPER DIVISION

Junior:

Semester I

The students will portray two characters of varying personality, background, situation and emotion by performing a monologue and a song per character from two contrasting, full length, published musicals or plays. The monologue and song from each musical do not necessarily need to be from the same act, scene, musical or play; however they need to work together to give the performer a chance to bring each character to life. Staging, suggestive props, and costumes should help create the character, emotion and storyline. There will also be a dance component to the jury.

Semester II

The student may choose to repeat the Semester I requirements or may perform two duet scenes and two duet songs from contrasting musicals. The scenes and songs need to work together to support the relationship between the characters. Staging and suggestive props and costumes should help create the characters, their relationship and the storyline. The performance must be accompanied by live music. The student will be required to submit the scenes and songs to be performed to the Theatre Department Chair by the end of the first quarter of Semester II. There will also be a dance component to the jury.

Senior:

The student will prepare a showcase alongside their assigned group of four, but this may vary. This section must include four songs from varying time periods, two duets from different periods, one monologue, and one scene. A group number can be performed but only if there are three or more musical theatre students in the group. Each of the requirements must be performed by the senior and must measure the student's acting, singing, and dancing skills. There will also be a dance component to the jury.

LITERARY THEATRE

Freshmen:

Students may not declare a literary major prior to the second semester of their freshman year. Coursework does not begin until the Sophomore year, therefore evaluation processes are the same as for a Performance major.

Sophomore:

Semester I

The student will write a research paper (minimum length: five typed pages) on Theatre History prior to 1500 A.D. Subject matter may cover any topic from any country and should be fairly specific in nature. The student will also read two plays from the chosen time period and write a critical analysis on one aspect of each play (also must be typed - minimum length: 5 typed pages each). Footnotes and a bibliography must accompany all papers.

Semester II

The student will write a research paper (minimum length: five typed pages) on Theatre History after 1500 A.D. Subject matter may cover any topic from any country and should be fairly specific in nature. The student will also read two plays from the chosen time period and write a critical analysis on one aspect of each play (also must be typed - minimum length: 5 typed pages each). Footnotes and a bibliography must accompany all papers.

Junior:
Semester I

The student will write a one-act play, approximately ten minutes in length (only if the student has had or is enrolled in Playwriting). The play must have at least two characters and a conflict that is resolved throughout the course of the play. The play must be written to be performed onstage (predominantly dialogue).

or

The student will write an analysis paper on the works of a given playwright. Two plays by the playwright must be used to analyze the style, mood and subject matter of the playwright. The student should compare and contrast the two plays in their analysis. Footnotes and bibliography must accompany the paper. The paper should be at least ten pages in length.

Semester II

The student may choose to repeat Semester I requirements or present a 10-minute directing project. The directing project must be able to be staged in a theatre classroom. If a directing project is chosen, prior to the end of the first quarter of the second semester, the director will contract with the Theatre Department Chair the following: script, actors, concept, set design (minimal), rehearsal schedule and prompt book. Once contracted, the student must abide by his contract (no changes). Failure to follow contract timeline will result in automatic probation or removal from the program.

Senior:

The student will prepare a showcase alongside their assigned group of four, but this may vary. This section must include four monologues from varying time periods, two duet acting scenes from different periods, and one film. Each of the requirements must be performed by the senior and must measure the student's acting and filmmaking skills.

SENIOR PROJECT

PERFORMANCE THEATRE & MUSICAL THEATRE

By means of a Senior Project, the student will demonstrate his/her acquired knowledge and skill in a specific area of theatre: performance, or musical theatre. The student's senior project must focus on an area that he/she has previously studied in PCCA (for example, a student may not do a directing senior project if he/she has not previously taken Directing as a course). The choice of material for senior projects must follow the same guidelines for appropriateness of subject matter as do the Theatre Department Mainstage Shows. Proposals are due by the end of the second week of school, which will be reviewed by the student's chosen adjudicators. Performance of the senior project will occur second semester. If a student should fail his or her senior project, plans for the second senior project may be discussed at that time.

PROCESS

1. Each senior theatre major must submit a typed proposal, with spaces for three or more faculty members' signatures, to the Senior Projects Director stating his/her task and objectives. This proposal must be submitted by the end of the second week of school for approval. The faculty will review the proposal and approve it, or require that revisions be completed. Re-submission is required until approval is given. Final approval must be achieved by the end of the first grading period. Failure to do so will be considered non-participation in the senior project requirement (see

general requirements . . . *Magnet Program Certificate of Completion*), and will prevent student from receiving PCCA Certificate. Even seniors who are not in Acting IV must do a Senior Project and follow these guidelines.

Each of the following must be addressed in the proposal:

- A. A clearly stated educational objective ("The student will. . .")
- B. The reason(s) the student picked the project he/she did - (artist's statement)
- C. A full description of the student's duties and responsibilities, with deadlines and preferred performance dates to be requested
- D. Technical and casting requirements, which must follow the following guidelines:
 - No more than 4 people involved (including the director)
 - Lights up at the top of the show and down at the end only
 - Scenery must be kept to an absolute minimum and must be approved by the technical productions department head
 - Set pieces used may only be loaded into the theatre the day before the technical rehearsal and loaded out the day after the performance
 - Prop list must be submitted at the time of the proposal
 - Costumes are provided only by the students. A costumes list must be provided by the second week of rehearsal
 - Music may only be used as pre-show or post-show music

NOTE: Any derivation from the above can be approved only through the Senior Projects Director and/or the Technical Productions Department head

- E. A list of criteria on which the student expects to be evaluated
 - F. Requested date of the performance—picked from scheduled Senior Project date. It is understood that the senior may not get his/her first choice of date.
 - G. The names of the three faculty members who will serve on the student's Senior Project Committee. The committee members must be the performance theatre teachers - any and all exceptions must be approved by the Senior Projects Director.
2. Once all senior projects are approved with signatures from each member of the student's committee and the student, projects will be grouped by the Theatre faculty and a date will be assigned for the performances. These dates will be announced in Acting IV class and posted by the Senior Projects Director on the callboard. Each senior will then be responsible for working toward and meeting the assigned performance deadline. The Senior Project Checklist must be utilized throughout the project. The Senior Projects Director will give out this checklist.

NOTE: Any project that is approved by the Committee should be appropriate for public presentation. The Theatre department reserves the right to restrict the performance of any material of a mature nature to a closed set performance only (possibly the student's adjudicators).

3. Immediately after proposals have been approved, each student must hold auditions and cast the show. One copy of the cast list must be posted on the callboard and one copy must be given to the Senior Projects Director. Student directors must abide by the same rules as members of the Theatre faculty:
- Cast members must initial cast list, or be replaced.
 - Cast members must complete and sign a Theatre Production Contract, which will be strictly adhered to. The signed contracts must be submitted to the Senior Projects Director one week after the first read-through of the play. Failure to sign a production contract will immediately affect a student performer's grade.

NOTE: Parental consent, via the Theatre Production Contract, acknowledges awareness of the content of the Senior Project.

4. No later than seven weeks prior to the performance, each student director must hold a read-through of his/her piece. At that and all subsequent rehearsals, the student must take attendance. This attendance record must be turned in at each week with the senior's journal (see below). At the time of the first read-through, a rehearsal schedule must be generated to the cast members and the Senior Projects Director. The rehearsal schedule must be attached to the student contracts when distributed to student-actors.
5. Five weeks prior to performance the student will fill out the Production Requirement Sheets provided by the Senior Projects Director, who will then meet with the technical director on the technical requirements for each show. The technical director will assign the technical staff for all of the evenings. Technical needs **MUST** be minimal. *NOTE: All Senior Projects must be recorded on videotape for placement into the Theatre department archives. Videotaping is the responsibility of the student director.*
6. At the end of each week from the first read-through to the final performance, a journal/log must be turned in to the Senior Projects Director. The journal entry for each week must include the following:
 - How many rehearsals were held that week.
 - Actors in attendance.
 - What has been accomplished according to the rehearsal schedule.
 - Total hours put into the project that week.
 - Any concerns to be addressed.
7. The student is responsible for scheduling his/her own rehearsals. There should be a minimum of seven hours a week (which should include three rehearsals) spent on senior projects, and should be duly noted in the weekly journal/log. Students must schedule rehearsals off campus and arrange parental supervision for rehearsals. School space for rehearsals is extremely limited, and will only be available under the following circumstances:
If a faculty member is already rehearsing another show and is available to supervise the senior project rehearsal as well.

The senior holding a rehearsal on campus is expected to conduct him/herself and the rehearsal in a professional manner. Failure to do so could result in disciplinary action. *NOTE: other shows will be rehearsing at the same time, so student directors must bear in mind that performers, as well as rehearsal space and resources will be limited.*

8. The Senior Projects Director will serve as liaison with the technical staff for the technical needs of the Senior Project. The Technical Director and the Senior Projects Director will schedule one (1) technical rehearsal for each set of performances of the senior projects. There will be only one (1) technical rehearsal per performance. Therefore, technical requirements of each senior project must be very simple. *NOTE: The students themselves should never contact the technical staff themselves concerning their senior project.*

9. It is the student's responsibility to set calls for their cast for the technical rehearsals. Call for the performance may be only one hour beforehand. It is also the student's responsibility to introduce the piece, in a professional manner, at the performance.
10. Within one week following the performance it is the student's responsibility to schedule a final critique of the performance with the members of his/her committee. The senior project experience is not considered complete until this critique is done. Failure to complete it one week after the performance will result in an unsatisfactory rating on the senior project. He/she must have the following materials in his/her file should make them available at the critique:
 - An official copy of Senior Project proposal
 - Cast list
 - Record of attendance
 - Final working script
 - Prompt book
 - Journal/log
 - Rehearsal schedule
 - Video of the performance, with actual introduction given at the performance
 - Any other materials deemed necessary by the committee

Criteria for evaluation may include, but are not limited to: presentation of proposal, journals / logs, analyzing scripts, written materials, performance, meeting deadlines, organizational skills, diligence in work habits, working with others, technical aspects that enhance the performance, illustrations.

The student will be assigned a grade for his/her senior project. The grade will go into the Acting IV Class, or another performance course the student is enrolled in. A grade of A, B or C is a satisfactory rating and means the student has passed his/her Senior Project.

Should the student rate an unsatisfactory (a grade of D or F) on the senior project, it is their responsibility to rewrite and submit their senior project proposal within one week of the critique. The student must then repeat the process above and schedule a second, possibly private, viewing for the adjudicators before May 1st.

NOTE: PCCA Certificates will only be awarded to those students who complete their senior project with a satisfactory rating.

Design Technology

PHILOSOPHY

The PCCA Design Technology Department offers students an in-depth knowledge of the technical skills necessary to enter top-level colleges, universities or professional institutions as well as work professionally in a variety of venues. A multitude of instructional, practical and performance opportunities will prepare the student for advanced technical theatre study and employment in the professional world. This department offers five possible major study focuses: Lighting Design, Scenic Design, Costume Design, Sound Design and Stage Management.

The PCCA Design Technology Department offer students the opportunity to gain, expand and apply their technical abilities as well as teach them the means to communicate their ideas through design and technical drawing. The Design Technology Department's intention is to prepare students for further study in the areas of technical theatre, multi-media crew work, theatrical design and theatre management.

GENERAL GOALS

It is the goal of the Design Technology Program to assist each student:

- To gain knowledge and experience in as many of the technical arts areas as possible.
- To develop the skills to communicate visual concepts both artistically, mechanically and verbally.
- To perceive the importance of taking direction, working with peers, and developing leadership skills.
- To develop an awareness of career opportunities and the appropriate advanced training, college, or professional experience that is necessary to pursue a career in technical theatre and theatre management.
- To develop a personal sense of professionalism as well as the ability to set high artistic goals and obtain them.

PROCEDURES AND GUIDELINES – DESIGN TECHNOLOGY

1. All students are expected to follow the rules outlined in the Student Code of Conduct.
2. Students are expected to be on time for class, rehearsals, performances and other events. Class and rehearsal time is valuable, and students should not delay the efficiency of class work or rehearsals or infringe upon other students' valuable time by being late. On time for class means being in the classroom and in your seat at the sound of the bell with designated materials.
3. Food, drinks and chewing gum will not be permitted in the classroom or in the theatre, scene or costume shop at any time. Candy or other fund-raising food items are not to be sold in the classroom.

CLASS RULES

- No eating, drinking or chewing gum in classroom, shop or theatre.
- Class tardies dealt with according to Gibbs High School Policy.
- Hall passes are required for any purpose requiring the student to leave or enter the classroom.
- Designated materials must be brought to class at all times.
- Students are responsible for daily maintenance and cleanup of the shops and theatre, which must be completed by the end of each class period.
- Destructive and disruptive behavior will be dealt with according to Gibbs High School Policy.

PRODUCTION REQUIREMENTS

Students may participate in any aspect of theatre production. Areas of participation might include: Lighting, Scenery, Sound, Costumes or Stage Management. Crew Members are required to attend all mainstage productions.

Students who elect to participate as technicians will be expected to attend all after school technical rehearsals. Approximately two weeks before opening night the rehearsal hours may increase into the evening. Two weeks before opening night, there will be required technical and dress rehearsals after school. A rehearsal schedule will be handed to all cast and crewmembers by the second rehearsal after the posting of the cast list. Those rehearsals that are exceptions to the Monday-Friday time slot will be noted on the rehearsal schedule.

Students are responsible for being dressed appropriately and have a contract submitted by the beginning of tech week. Failure to do so may require the suspension of the student from the production. A student may also be dropped from a production for discipline reasons or infractions of general school policy.

PROCEDURES AND GUIDELINES - DESIGN TECHNOLOGY

PARTICIPATION:

A grade of "A" will be earned by the student who:

1. Anticipates work that needs to be accomplished after talking with instructor and takes on the responsibility of getting the job accomplished in a timely fashion.
2. Assisting others and working well with peers and supervisors.

A grade of "B" will be earned by the student who:

1. Completes an assigned task after it has been requested that he/she do the job.
2. Works quickly and efficiently.
3. Upon completion of the task the student requests further work from the supervisor.

A grade of "C" will be earned by a student who:

1. Is given a task to perform and completes the task, yet does so with minimal interest and with limited pride in their work.
2. Who instead of seeking further work, "hangs out" and waits for further instruction. (If asked, "What are you doing?", This is a good clue that we think you are not doing anything constructive.)
3. Discourteous to others.
4. Tardy to class.

A grade of "D" or "F" will be earned by a student who:

1. After being assigned a task, completes the job at his or her discretion and disappears.
2. Makes excuses as to why he or she cannot work.
3. Skips class or skips part of class.
4. Leaves early.
5. Does not work well with others as a team member.
6. Has limited or no pride in their work.

DRESSING OUT

All Design Technology Department students must dress in a fashion that enables them to move freely. However, the following items should not be worn in lab classes:

- Baggy shirts and pants
- Open-toe or open-heel shoes, or shoes with a high heel
- Dresses and skirts
- Long necklaces, bulky rings and bracelets
- Students who are on a running crew for a production must wear all black: black pants, black shoes and socks and a black shirt. No hats may be worn at any time.

PROPER USE OF TOOLS

Each student will be trained on a number of hand tools, power tools, and other types of machinery. It is imperative that each student understands the proper handling and possible dangers of each tool. If the student does not feel comfortable with a particular tool, he/she should check with his/her supervisor for a demonstration of proper use and handling. Intentional misuse of equipment will result in disciplinary action.

CALLBOARD

The PCCA Theatre Department callboard is located on the first floor of building 4 across from 4-116. That is the one consistent method of communication between the department and the students. Notices of auditions, rehearsal schedules, college and other auditions, Thespian news and other information of interest to Theatre students is posted there. It is the students' responsibility to read the callboard every day.

DESIGN TECHNOLOGY INVOLVEMENT

Students will choose from a designated list of job assignments with the approval from the technical staff. Upon selection, students will complete a contract that is signed by a parent and submit it to the technical department chair one week before technical rehearsal week, which will be considered a contractual agreement to do production work. This contract will enable students to receive a letter grade in the PCCA Tech class of his or her choice. Failure to fulfill the obligations of this contract without prior consent of the department chairman will result in the student being considered undependable for future production involvement and will result in having an unsatisfactory grade incorporated into the next chosen class.

EXPECTATIONS OF STUDENTS CONTRACTED IN THE AREA OF DESIGN TECHNOLOGY

1. Attend all production meetings (unless excused prior to that meeting).
2. Complete all renderings, technical drawings or models required by the schedule set in the production meetings.
3. Be present for all run-throughs, technical rehearsals and dress rehearsals of the performance.
4. Be present and fulfill all obligations assigned at strike.
5. Fulfill any additional responsibilities assigned during production meetings.

EXPECTATIONS OF STUDENTS CONTRACTED IN THE AREA OF RUNNING CREW

1. Be present at all production run-throughs, technical and dress rehearsals and performances.
2. Be present one and a half hours before each production unless call is set for a different time.
3. Fulfill all obligations as assigned by the student or faculty designer.
4. Work in a safe, courteous and professional manner at all times.
5. Be present and fulfill all obligations assigned at strike.
6. Wear appropriate black clothing.

FEEES

STUDIO FEE FOR MAKE-UP COURSE

Each semester students in the PCCA Stage Makeup class are required to pay a \$15.00 lab fee to help defray the cost of materials used in quantities adequate for the makeup projects planned. Due to the uniqueness of some materials, outside vendors must be used. Lab fees cover such items as pancake, greasepaint and crème stick base, latex, crepe hair, spirit gum, makeup remover, derma wax and casting material for three-dimensional work.

TECHNICAL THEATRE FEE

Design Technology students will acquire a rather extensive portfolio of their own personal artwork as they advance through our program. As most of this work will become their property and will be vital to the process of securing college admission and possible scholarships upon graduation, it is essential that shared funding be addressed.

Students in the PCCA Design Technology Department may be required to pay a \$30.00 lab fee to help defray the cost of quality tools and materials used in quantities adequate for the intensity of the program. Due to the uniqueness of some materials, outside vendors must be used. Lab fees cover such items as design technology portfolio materials and standard design technology lab tools; tape measures, adjustable wrenches, a flashlight, shears, etc. Students will have access to specialized materials for required classes and are encouraged to purchase supplies for future projects.

EXTENDED HOURS

All PCCA Design Technology students must obtain 6 Thespian point during the first semester and 8 Thespian points of experience during the second semester. Attendance at all day events/theme parks (i.e., Sea World, Epcot, Gasparilla) will be awarded a maximum of 1 point, provided the student does a write-up of the event.

Students must fill out and sign a production contract for all productions. Parent signatures are required on the contract signifying the students' commitment to a particular production, as well as parental awareness of the student's contracted dates. Written reports (write-ups) must be prepared for all extended day activities and submitted 2 weeks after the close of the contracted production. Failure to complete write-ups and points will result in probation.

REQUIREMENTS FOR THE CERTIFICATE OF COMPLETION– DESIGN TECHNOLOGY COURSE OF STUDY

All PCCA Design Technology majors starting in their freshman year must complete a minimum of twelve credit hours of coursework in the technical theatre curriculum. All majors must take the following courses:

- Technical Theatre Design and Production I - Basic Skills
- Architectural Design & Drawing I - Technical Skills
- Theatrical Theatre Design and Production 4 Honors - Design
- Visual Technology 3 Honors - Senior Seminar
- Four credit hours in Technical Theater Design and Production - Scenic Lab*
- Four credit hours in Fine Craft Studio Art - Costume Lab*

**Note: Lab credits must be spread across all four years of study. A student must enroll in at least two lab classes per year.*

In addition to the minimum requirements, a student may select from the following courses to enhance their area of study:

- Mass Media - Publicity
- Stage Makeup
- Acting I
- Theatre History
- Playwriting
- Keyboard
- Art History
- Video Production

All majors may select from the following courses to complete their course of study:

- Scenic Lighting and Sound Lab
- Costume Construction Lab
- Classes from Performance Theatre
- Theatre Management/Publicity
- Graphic Design

STATUS IN PROGRAM

All PCCA design technology students must be evaluated each semester by a panel of adjudicators. Preparation for evaluation is mandatory. Failure to do a semester evaluation by the end of the semester, without proof of extenuating circumstances, is automatic grounds for dismissal from the program. Evaluation of the portfolio is the means by which a student's status in the program is determined.

LOWER DIVISION & UPPER DIVISION

Students will be evaluated to check artistic and academic growth as well as growth of technical knowledge. Preparation for this evaluation should include class projects such as renderings, technical drawings, photography assignments and sketches. Production work must be submitted in the form of a write-up that briefly describes the production assignment completed, responsibilities, as well as any problems and insights the student encountered. Students should also submit prompt books, production photographs and prop lists.

Evaluation Criteria:

- Presentation of materials
- Verbal justification of design choices and proof of artistic growth
- Content and amount of material presented
- Proof of extended hours/participation

In order to ascertain artistic growth, it is necessary for students to retain work from each review and be able to present it at subsequent reviews. During the last review in the students' junior year, the faculty will select work that they believe should be in the students' senior portfolio. Work that is selected should then be matted, printed or otherwise be prepared to presentation quality.

SENIOR PROJECT

By means of a senior project, the student will demonstrate his/her acquired knowledge and skill in one of the areas of technical productions.

PROCESS

1. Each Design Technology senior must submit a typed proposal to three PCCA faculty members (two of these committee members must be from the Design Technology Department) by the end of the first quarter of the senior school year. The proposal must clearly state his/her objectives and cover each of the following:
 - A clearly stated educational objective ("The student will. . .").
 - Full description of student's duties and responsibilities, with deadlines and performance dates noted.
 - A list of criteria on which the student expects to be evaluated.
 - The signature of the three faculty members on the committee, as well as the student's signature.
 - The proposal must be approved by the end of the first grading period.
2. It is the student's responsibility to keep the faculty informed of his/her progress at all times. A minimum of four meetings should be scheduled by the senior with his/her committee to solve problems and check progress. Failure to schedule these meetings will result in an uninformed faculty - something to be avoided at all cost. Each senior will be responsible for working toward and meeting the assigned deadline. The Senior Project Checklist must be utilized throughout the project; a checklist that requires a minimum of four assessments. The Senior Projects Director will give out this checklist. The senior will keep a journal of his/her progress, as well as a log of hours. This journal should be presented at all meetings, as well as the final critique. Students should demonstrate organizational skills and be diligent in their work. If after-school hours are required, then they must request them.

3. The student must arrange a time for his/her final critique and present all relevant materials at that time. During the final critique the student should be able to state his/her objectives, describe the means by which they feel they met these objectives and evaluate themselves on their strengths and weaknesses based on the criteria they set for themselves. The student must also present a finished portfolio of the work chosen during the last review of his/her junior year. This portfolio should include technical drawings, renderings and/or photographs from at least two areas of concentration. All work must be matted or printed.

Criteria for evaluation may include, but is not limited to: presentation of proposal, journals, logs, script analysis, written materials, meeting deadlines, working with others, leading a crew, illustration and rendering techniques.

NOTE: PCCA Certificates will only be awarded to those students who complete their senior project with a satisfactory rating.

Visual Arts

PHILOSOPHY

The PCCA Visual Arts Program is an accelerated, in-depth program intended to meet the individual needs of students who are artistically talented and motivated. The Visual Arts Program is intended to prepare students aesthetically, academically, and technically for further studies in the Visual Arts or to imbue an appreciation for the arts in those who choose other careers.

GENERAL GOALS

It is the goal of the Visual Arts Program to assist each student:

- To grow in knowledge, skill and the creative practice of the chosen art form of Visual Arts in conjunction with a complete academic program.
- To develop and heighten awareness of contemporary issues and ideas in art through study, practice and exposure to exemplary art forms and processes.
- To continue to develop and exhibit self-discipline in pursuit of their chosen field.
- To perceive the interrelationship between Visual Arts, the related arts and other disciplines.
- To develop an awareness of career opportunities and the appropriate advanced training, college, or professional experience that is necessary to pursue a career in the arts.
- To develop leadership abilities through active participation and/or membership in a variety of school and community settings.
- To participate in a variety of exhibitions and performances within PCCA and in the community.
- To develop critical skills that describe, interpret and refine one's responses to works of art.

PROCEDURES AND GUIDELINES

1. All students are expected to have an open mind, a positive attitude and a willingness to learn.
2. All students are expected to follow the rules out-lined in the Student Code of Conduct. Disruptive behavior will be dealt with according to Gibbs High School Policy.
3. Be on time to class. This means being in the classroom when the final bell rings. Class tardies will be dealt with according to Gibbs High School Policy.
4. Class will end upon dismissal by the instructor and not when the bell rings.
5. Hall passes are required for any purpose requiring the student to leave or enter the classroom.
6. Students may not be in the building for any reason without teacher supervision.
7. Food/drinks and chewing gum will not be permitted in the building or classrooms at any time. Candy or other fund-raising food items are not to be sold in the classroom.
8. Students are expected to behave in a mature and dignified manner at art exhibitions, performances, appearances by guest artists, field trips and other PCCA events. Politeness and attentiveness are expected.
9. Designated materials required daily for class are an art supply box containing all required supplies and a sketchbook. Notebooks are required daily for Art History.
10. Students are expected to conserve materials and to care and respect equipment and furniture. The studio should be left clean and orderly. Tools, materials and projects should be returned to proper storage areas.
11. Appropriate safety procedures must be followed for the safety of all students. Students are expected to show respect for fellow students and their artwork.
12. It is the student's responsibility to arrange with the instructor to make up missed class work.

STUDIO CLASSES

The majority of class time will be spent in studio work on assigned visual problems. Incorporating technology (computers, cameras, etc.), class critiques, field trips, guest artists and discussions may enhance studio classes. Frequent outside readings, reports and note taking in class may be required.

SKETCHBOOKS

Sketchbooks are an integral part of all studio classes. Students are expected to maintain a sketchbook on a regular basis of personal drawings of interest as well as assigned drawings. Sketchbooks are required daily in class and will be graded.

REMINDER: The Visual Arts Department requires all visual arts students to have a signed "Parent and Student Consent Form" on file in the PCCA office regarding adherence to the departments procedures and guidelines.

ART CRITICISM

Art criticism is an important part of the learning process. Through learning about the history of art and involvement in class critiques, students will develop:

- An appreciation for a variety of art forms
- An understanding of the nature of art
- The ability to evaluate quality in various artwork.
- The ability to discuss and describe the art work of others as well as their own in an objective, constructive and intelligent manner.

EXHIBITIONS

Students will participate in a variety of art exhibitions. These will include, but not be limited to the Annual Student Juried Exhibition, the Florida State Fair Youth Fine Art Exhibition, Scholastic Art Awards, An Artistic Discovery, Finale, senior exhibitions and various exhibits to be held in our own galleries.

PORTFOLIOS

Each student will be required to maintain a portfolio in preparation for semester reviews, college and scholarship application, job interviews, department exhibitions, senior shows, and Advanced Placement classes. In addition, upper level students will be re-quired to keep and maintain a slide portfolio.

PERMANENT STUDENT ART COLLECTION

All visual arts students are required to place one piece of their artwork in the Permanent Student Art Collection prior to graduation. Work selected must be approved by the instructional staff, be representative of the level of achievement of the artist and have variety in range of mediums used. All work must be registered, be presentation ready i.e., matted to conform to uniform frame sizes of the department, wood strips on can-vases, bases for sculpture, etc.

FEES

STUDIO LAB DONATIONS

All Visual Arts students will acquire a rather extensive portfolio of their own personal artwork as they advance through our program. As most of this work will become their property and will be vital to the process of securing college or art school admission and possible scholarships upon graduation, it is essential that shared funding be addressed.

Each semester students in the PCCA Visual Arts Department are required to pay a \$30.00 lab fee to help defray the cost of quality materials used in quantities adequate for the intensity of the program. Due to the uniqueness of some materials, outside vendors must be used.

Lab fees cover such items as supply boxes, sketchbooks, matte board, paper, brushes, canvas, clay, glazes, wood, ink, paint, plaster, sheet metal, etc.

Each 9th grade student will be provided with a supply box containing materials to be used in class during the semester. All others students will be supplied with materials to be contained in the supply box received when entering the program. Replacement of used, lost or stolen materials is the responsibility of the student.

The donation amount will be \$15 per studio class. Art History classes are exempt.

EXTENDED HOURS

Extended hours ensure that Visual Arts students are employing literacy strategies to respond in written form to the artistic and cultural experiences. All P.C.C.A. Visual Arts students must obtain 60 hours of extended hour experience per semester. It is recommended that approximately half the hours be obtained through in-department activities. Extended hours insure that:

1. Visual Arts students participate in other arts disciplines to see cultural connections to music, dance, theatre and performance.
2. Visual Arts students are active volunteers, not only within the program, but in their fine arts community as well.
3. Visual Arts students are active participants as audience members for their peer artists' exhibitions at school as well as art exhibitions and museums within the community.

The three types of extended hours activities that Visual Arts students can log include:

1. In-department activities – visual art-related activities
2. Out-of-department activities - including music, theatre, dance, concerts, etc.
3. Volunteer hours – fine arts related.

As the student accumulates hours, they will have to be closely documented with his/her instructor. For each extended hours activity, students will fill out the Interactive Extended Hours Microsoft Word document that is found online in Portal or on the server at school. After completing the form, students must title and save it with their name and either email it to their core studio teacher or submit it via Portal. The physical proof, such as the program and the ticket stub must be labeled with the student's name and date and turned in separately to the core studio teacher. **It is the student's responsibility to plan ahead when it comes to attending events for their extended hours.** PCCA Calendars are available in the front office and online. Calendars of fine art events in the community are available in local newspapers or online.

Students are required to complete two Extended Hours forms worth 50 points each, every quarter. Studio teachers will be responsible for grading Extended Hours forms. Failure to complete Extended Hours could result in a drop of one letter grade in BOTH studio classes.

REQUIREMENTS FOR THE CERTIFICATE OF COMPLETION

All PCCA visual arts majors, if starting in their freshman year, must take a minimum of twelve credit credits of coursework in the Visual Arts Department. The twelve credits will include selections from the following classes based on level placement:

- Comprehensive Two Dimensional Art II
- Comprehensive Three Dimensional Art II
- Comprehensive Two Dimensional Art III
- Comprehensive Three Dimensional Art III
- Art History and Criticism I
- A.P. Art History
- A.P. Drawing Portfolio
- Portfolio Development - Drawing
- A.P. Studio 2D or 3D
- Portfolio Development 2D or 3D

STATUS IN PROGRAM

At the end of each semester, every student will be reviewed and evaluated on artistic growth and academic progress. Evaluation of the portfolio is the means by which a student's status in the program is determined. Students not meeting standards will be placed on probation. By "artistic growth" we mean:

- Willingness to try new ideas
- Application of new skills and concepts
- Reception to constructive criticism
- Completion of required assignments

LOWER DIVISION

Freshman and Sophomore:

Semester I and Semester II

The entire visual art faculty will review portfolios of students on probation. Their current instructor will review all others. Students will be notified in advance the dates to turn in portfolios for review. Preparation for evaluation is mandatory. Twelve pieces of artwork that exhibits accomplishments in, but not limited to, drawing, painting, design, printmaking, ceramics and sculpture. Two-dimensional work must be suitably presented. Artwork included will vary depending on instructor and grade level.

At the end of the sophomore year, all students will be evaluated for continuation in the program and acceptance into upper level classes. This evaluation will be based upon a cumulative 9th and 10th grade portfolio review, and a minimum cumulative GPA of 2.5.

UPPER DIVISION

Junior:

Semester I and Semester II

In order to receive a PCCA certificate, a visual arts major must have an average score of 7.0 or higher on his/her last three semester evaluations prior to doing his/her Senior Exhibition. As in the lower division, portfolios will be reviewed at the end of each semester by the visual arts faculty. Students will be notified in advance the dates to turn in portfolios for review. Preparation for evaluation is mandatory. Twelve pieces of artwork that exhibits accomplishments in the upper level studios are required. Two-dimensional work must be suitably presented.

Senior:

All senior visual arts students will prepare a body of work for presentation in a Senior Project. This will be completed in the second semester of the senior year followed by a consultation with the visual arts department faculty on the success of the project.

SENIOR PROJECT

During the senior year, all PCCA visual arts students are required to plan, complete and present a Senior Project in two parts - the Senior Exhibition and the Advanced Placement Portfolio. Senior Exhibitions will be group shows comprised of at least three (3) and no more than four (4) students. *A limited number of one-person shows will be available based on the number of students in the senior class. Students interested in having a one-person show must submit a written proposal to be juried by the Visual Arts faculty. Shows will be awarded based on artistic merit and availability of gallery space.*

Work must reflect the Advanced Placement concentration. The faculty will determine final approval of work for the Senior Exhibition.

All seniors will be responsible for working toward and meeting all assigned deadlines for the senior exhibition and the individual deadline for AP Portfolio. Seniors will begin preparation for their senior show in December prior to the holiday break. The senior exhibitions will be scheduled at this time by the faculty in charge of seniors. Creating work for the exhibition will continue after the break and into second semester. Seniors will have approximately 7 - 8 weeks to create a concentrated body of work specifically for their senior exhibition. This work should represent their A.P. Portfolio Concentration. No artwork completed after the deadline in February will be part of the senior exhibition. During this time invitations must be designed, camera ready and artist statement written. The Senior Project Checklist must be utilized throughout the project. The Senior Projects instructors will give out this checklist. Meeting the national deadline for submission of the AP Portfolio is a requirement for completion of the course of study.

Checklist for completion:

The following must be completed by the assessment indicated:

- #1-4 - Inventory List of work
- Artist's Statement - typed, mounted
- Prepare Guest Book/Registry
- Reception: Food, Servers, Set-up, Clean up
- Lighting
- Music for Opening - optional
- Invitation designed and printed
- Hardware/Tools - Matting/Framing, Sculpture Stands, etc.
- Program Printed
- Name Tags for each piece in show (Title Cards)
- Clean Gallery - Vacuum, Clean Plexiglass, Dust Sculpture, etc.
- Announcements at School arranged through main office

Gallery Preparation:

1. Lay out all work.
2. Plan space - pedestals, sculpture, wall space.
3. Consider relationships of work in the gallery space and to other pieces in the exhibition.
4. Install work, tags, statement.
5. Adjust lighting.

Following the Senior Exhibition, the student will schedule a final evaluation with his/her visual arts teacher. Each visual arts faculty member will do an evaluation of every Senior Show. The visual arts teacher will base his/her final evaluation/grade on the faculty evaluations, completion of the checklist and a critique of the overall presentation of the project.

NOTE: PCCA Certificates will only be awarded to those students who complete their senior project with a satisfactory rating.

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