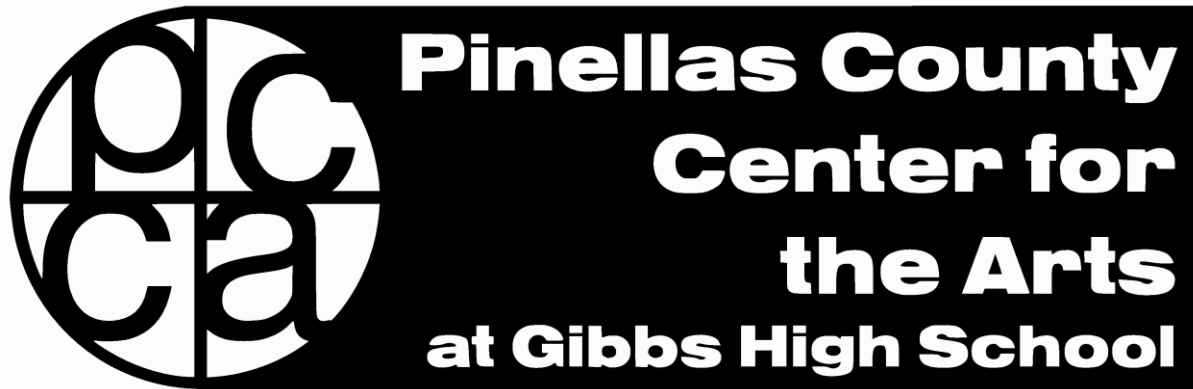


# Program Handbook

for the



## 2021-22 Revision

Adopted August 2, 2021

[www.GoPCCA.com](http://www.GoPCCA.com)

# 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



## **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. As of today, the number of students attending PCCA is approximately 400, 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. 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.

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## **SECTION A**

### **THE SCHOOL DAY**

Classes are in session from 7:10 am to 1:55 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, Capstone, English Literature, English Composition, Environmental Science, Human Geography, Microeconomics, Psychology, Statistics, US Government, US 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 (MUO 1001)** as a dual enrollment option. Additional Dual Enrollment courses currently offered by Gibbs High School often 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.

### **OFF-CAMPUS DUAL ENROLLMENT**

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.



## **ATTENDANCE ON THE DAY OF A REHEARSAL OR PERFORMANCE**

Students must be present for at least ½ 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 ½ 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 1<sup>st</sup> and 5<sup>th</sup> period, while absent from 3<sup>rd</sup> and 7<sup>th</sup> 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.

## **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.

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. UNNECESSARY 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.

*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.

## 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 and field trip.

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 and the student is at least 17 years old.

## 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. 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 failure to attempt every requirement for a jury will result in the student being recommended for dismissal from the program, if the student is on probation.**

*A student who has an excused absence on a jury day will be responsible to arrange a makeup jury before final exams.* However- the parent/guardian of the student **must** inform the department chair of the absence **in advance** of the assigned jury time.

A student may appeal the dismissal and share any extenuating circumstances that prevented attendance at the jury with the appeals committee. If the appeal is granted, the committee will generate a special contract, and the student will be expected to complete all jury components by the date specified in the contract. Faculty may still elect to enter a grade of an F for the jury if the appeal is granted.

**Failure to be present for a jury OR failure to attempt every requirement for a jury will result in the student being recommended for probation, if the student is NOT already on probation.**

*A student who has an excused absence on a jury day will be responsible to arrange a makeup jury before final exams.* However- the parent/guardian of the student **must** inform the department chair of the absence **in advance** of the assigned jury time.

The faculty will generate a special contract, and the student will be expected to complete all jury components by the date specified in the contract. Faculty may still elect to enter a grade of an F for the jury for the current semester.

## CREDIT CHECKS

A cumulative history of all credits is available through Portal. By using this site, you may determine your exact number of credits earned and plan the remaining credits you wish to take before graduation. You should examine your credits after each semester.

It is the student's responsibility to verify that the credits and areas of credit are correct based on their Portal information. 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.

## 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.

## PVS

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 Pinellas Virtual School (PVS), an online course offered by the high school, or an online dual enrollment course. Students must consult their counselor before enrolling in a PVS 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 PVS, 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 may 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, provided that they return within one semester from their entry date in HH. However, students whose GPA drops while on Homebound could be subject to probationary status upon their return.

## INSTRUCTIONAL MATERIALS FEE FOR VISUAL ARTS

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

Art 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 \$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**

Due to the nature of our program, students are sometimes interviewed, filmed, or photographed as a part of our performances or exhibits. If you do not want your student to be involved with these activities, please indicate your wish through Portal by opting out of the media release. 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 PRACTICE 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 34<sup>th</sup> St. lot. The 31<sup>st</sup> St. gate will only be opened for extreme emergencies.

Violators will be subject to disciplinary action and/or towing of the vehicle.

## **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 event 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 34<sup>th</sup> 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 or Voice)
  - Musical Theatre
  - Design Technology
  - 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 <https://reservation.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 [GoPCCA.com](http://GoPCCA.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 may 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 attend the semester jury or failure to attempt each requirement of the jury constitutes automatic recommendation for dismissal from the PCCA Program if the student is already on probation.*** (Reference p. 12)

## 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 second 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. First-year students may not change majors until the completion of an entire semester in the program.

*NOTE: Students on probation may not request a change, or transfer, of majors. The administrator may grant a request for a change of major in extenuating circumstances.*

## 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. Each department will specify the number of ours beyond 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.

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

### STUDENT CONCERN REPORT

Students who are not meeting the program standards in academic or artistic growth may be sent a Student Concern Report leading to Initial Probation. This 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. Notification will be given by a phone or in-person conference, and then mailed home in writing. Parents who receive a Student Concern are encouraged to contact their child's teachers and possibly request a conference. 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 sending a Student Concern Report 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.

Students may be dismissed from the program at the end of a semester 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 a written success plan will be sent, as well as success plan progress, 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 ensure that they receive these notices in a timely manner.

### Summary of the probation process:

- The Student Concern Report may be sent to inform the parent and student that expectations of the PCCA program are not being met.
- A written notification of the student's probation are mailed to the parent, along with a success plan that details steps that will support the student during the probationary period.
- 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.
- Students on probation can be dismissed at the end of the probationary 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 or fails to attempt each jury requirement can also be recommended for dismissal without first being placed on probation. (Reference p. 13)

### **Summary of the dismissal process:**

- Clear communication to students and parents is completed.
- Notices of the Success Plan Progress Report and Probation forms are mailed home.
- 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 Registrar's 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 three days from receiving the dismissal notice through Certified Mail. 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.

# 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 34<sup>th</sup> 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 2<sup>nd</sup> and 4<sup>th</sup> 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 week 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. 1<sup>st</sup> Grading Period – Set up, PCCA Checklist, Proposal and Self Evaluation #1
  2. 2<sup>nd</sup> 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 Faculty
 The 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 4<sup>th</sup> 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 1<sup>st</sup>.

*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 34<sup>th</sup> 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

## our philosophy

***“it was only in the theatre that I lived”***

*The Picture of Dorian Gray* by Oscar Wilde

We come to the seeing place to find ourselves, to know truth, to wrestle with the human condition. On the stage we can be our truest selves and discover things not possible in the modern world. It is our belief that everyone can and should experience theatre, study it thoroughly, understand it deeply. We believe that a highly motivated student will be successful in this endeavor and should be provided the resources and opportunity to live their whole lives on the stage, regardless of previous training and experience.

### Students Learn by Performing Theatre

Potentially our most core philosophy, students learn best by actually doing theatre. Performing in the classroom for the instructor and their peers simply isn't enough; we aim to provide as many practical performance opportunities before a live audience as possible. Students' depth of understanding of theatre requires significant onstage performance beginning in the freshman year.

### Students Require Specialized Training in Theatre

We seek to provide rich, specialized training in the areas of acting, singing, dancing, and technical theatre and design. In order to be competitive, private voice lessons and specialized dance classes are a must. We work to provide as much individualized attention as possible beyond our large-instruction classes, tailored to each students' unique strengths and weaknesses. Our ultimate goal is to train the student up to a level sought by undergraduate and other post-secondary theatre training programs.

### Students Must See Professional Theatre

No matter the quality of classroom instruction, students must experience live, professional theatre at the highest quality in multiple venues outside of the classroom. To this end, we strive to expose students to as much professional off-campus theatrical experiences as possible, ranging from Equity theatrical touring productions in Tampa to Broadway itself in New York City. This is a non-negotiable: they must experience the art form they are striving to imitate. How can they truly understand the theatre if they have never seen it for themselves?

# the theatrical season

## Major Season—NEW

The theatre department's major season at PCCA includes four "Mainstage" productions. These are full-length plays and musicals that are auditioned, rehearsed, and produced by the faculty. They typically run for three evenings and are performed in one of our main houses, either the Grande Theatre or the Experimental Theatre. **Auditions for these productions are required for all performance and musical theatre majors.** More info is listed below under Mainstage Productions. There will be at least one straight play and one musical per season, although the ratio of plays to musicals may vary by year.

<b>OCTOBER – MAINSTAGE #1</b> <ul style="list-style-type: none"><li>• Experimental Theatre</li><li>• Small cast of actors</li></ul>	<b>NOVEMBER – MAINSTAGE #2</b> <ul style="list-style-type: none"><li>• Grande Theatre</li><li>• Large cast of actors</li></ul>
<b>MARCH – MAINSTAGE #3</b> <ul style="list-style-type: none"><li>• Experimental Theatre</li><li>• Small cast of actors</li></ul>	<b>APRIL – MAINSTAGE #4</b> <ul style="list-style-type: none"><li>• Grande Theatre</li><li>• Large cast of actors</li></ul>

## Minor Season

Our minor season includes multiple cabarets (one for each grade level, as well as a Broadway Cares Cabaret), an evening of one-acts for Thespian Troupe 3756, the PCCA Coffeehouse (open-mic night style evening), and many other one-night shows that are faculty and student-directed.

## Mainstage Productions—Program Requirement

The four plays and musicals we produce as part of our major season are the core of the program at PCCA and have several requirements for students. These productions rehearse after school and will require special transportation arrangements that each family must make for their student to participate. A typical mainstage will rehearse from 2-5pm four days a week for a period of 8 weeks.

### Audition Requirements

Mainstage auditions are mandatory for all performance theatre and musical theatre students. They will occur in pairs at the beginning of each semester, with cast lists posting at the same time. Students must accept or decline any roles offered at that point. If a student accepts a role, they must then fill out a production contract binding a grade in one of their PCCA theatre courses to the production.

### Production Contracts

Students who accept their roles in a mainstage production must sign a production contract, binding them to a grade for a PCCA Theatre course of their own choosing. They must sign,

a parent or guardian must sign, and the instructor of the course will keep the contract for the run of the show. The director of the mainstage production will give a grade to the chosen course's teacher at the end of the run and it will go on the student's report card.

### **Show Fee / Advertisement Requirements—NEW**

Students participating in a mainstage production must either pay a \$25 show fee or sell program advertisements equal or greater to this fee. For most mainstage productions, this will mean selling one ad.

### **Technical Requirements—NEW**

All musical and performance theatre majors will be required to work a technical theatre or front of house job at least once per year/season for one of the four mainstage productions. In the event that a student is cast in two shows and is unable to work either of the other paired productions in the course of a year, they may assist the technical theatre department with striking a show of their choice (taking down the set, putting costumes away, etc.) and have a technical theatre teacher sign off on their work.

## **courses of study**

These are the PCCA courses each student must complete to graduate from the program.

### **Performance Theatre Required Courses**

#### **Freshmen**

- \_\_\_ Acting I
- \_\_\_ Intro to Drama (Stagecraft)
- \_\_\_ Improvisation

#### **Sophomores**

- \_\_\_ Acting II
- \_\_\_ Technical Theatre Lab Course
- \_\_\_ Theatre History & Literature

#### **Juniors**

- \_\_\_ Acting III
- \_\_\_ Technical Theatre Lab Course
- \_\_\_ Play Writing

## Seniors

- \_\_\_ Acting IV Honors
- \_\_\_ Technical Theatre Lab Course
- \_\_\_ Directing
- \_\_\_ Senior Seminar (Theatre IV Honors, includes Senior Showcase)

## Musical Theatre Required Courses

### Freshmen

- \_\_\_ Musical Theatre I (includes Applied Voice)
- \_\_\_ Acting I
- \_\_\_ Dance Techniques I
- \_\_\_ Intro to Drama (Stagecraft)

### Sophomores

- \_\_\_ Musical Theatre II (includes Applied Voice)
- \_\_\_ Acting II
- \_\_\_ Dance Techniques II
- \_\_\_ Theatre History & Literature

### Juniors

- \_\_\_ Musical Theatre Workshop MUO1001A (dual-enrollment course, requires PERT score, includes Applied Voice)
- \_\_\_ Acting III
- \_\_\_ Technical Theatre Lab Course
- \_\_\_ Music Theory I\*

*\* Musical Theatre majors may enroll in two years or four total semesters of any choral ensemble to satisfy this requirement instead of taking Music Theory I*

### Seniors

- \_\_\_ Musical Theatre Workshop MUO1001B (dual-enrollment course, requires PERT score, includes Applied Voice)
- \_\_\_ Acting IV Honors



\_\_\_ Directing

\_\_\_ Senior Seminar (Theatre IV Honors, includes Senior Showcase)

## Private Voice Lessons

Musical Theatre majors will receive private voice lessons on the following schedule:

Freshmen, Sophomores, Juniors	30 minutes per week
Seniors	1 hour per week

These lessons will be taught by the voice faculty and the grade will count towards their grade in their Musical Theatre or Musical Theatre Workshop course.

## jury schedule

Students must be adjudicated by the entire faculty each semester and receive a score of **at least 7.0 out of 10.0** in order to remain in good standing at PCCA. The following are the requirements for each semester by year and by major.

	Acting (Performance Theatre)	Musical Theatre	Total Prep
<b>Freshman Fall</b>	1 Monologue 1 Improvised Pantomime	1 Musical Solo 1 Dance	2
<b>Freshman Spring</b>	2 Monologues (contrasting pair) 1 Prepared Pantomime	1 R&H Musical Solo 1 Other Musical Solo 1 Dance	3
<b>Sophomore Fall</b>	1 Monologue 1 Prepared Duet Acting Scene 1 Prepared Pantomime	1 Pre-1970* Musical Solo 1 Post-1970* Musical Solo 1 Dance	3
<b>Sophomore Spring</b>	1 American Monologue 1 Prepared Duet Acting Scene 1 Improvised Duet Acting Scene	1 Sondheim Musical Solo 1 Other Musical Solo 1 Dance	3

<b>Junior Fall</b>	1 Greek Monologue 1 Pre-1940* Monologue 1 Post-1940* Monologue 1 Contemporary Cold Read (duet scene)	1 Pre-1970* Musical Solo 1 1970-2000* Musical Solo  1 Post-2000* Musical Solo 1 Dance	4
<b>Junior Spring</b>	1 Shakespeare Monologue 1 Restoration Comedy Monologue 1 Post-2010* Monologue  1 Contemporary Cold Read (monologue)	1 Operetta/Gilbert & Sullivan Musical Solo  2 Post-2010* Musical Solos (contrasting pair)  1 Dance	4
<b>Senior Fall</b>	Senior Showcase Screening		6

\* Note that the year indicates the year the piece was **originally written**—**revival production dates do not** satisfy these criteria.

## senior showcase

The new PCCA Theatre Senior Showcase is a two-evening, four-act showcase, the purpose of which is to heavily feature our senior class before a live audience of peers, family, and college and university professors.

### Format—NEW

- Two (2) evenings, four (4) acts
- Each act has an **Opener** and **Closer**
  - The theatre faculty will select who is in which group and what piece is to be performed
  - It is then up to the students to rehearse, stage, design, and direct each of these moments on their own
  - There will be four (4) total Openers and four (4) total Closers
- The rest of the material will be auditioned (see below) and programmed by the faculty
- **Transitional Moments** will be staged between pieces (see below)
- Students will be **Major Featured Actors** in at least four (4) pieces beyond the Openers and Closers, and will be **Minor Featured Actors** in at least two (2) moments over the course of both evenings
- College and University faculty will be invited to screen the showcase. Resume and headshot packets will be given to them each evening.
- The showcase will consist of singing, acting, dancing, and other student work based on the talents and strengths of the senior class each year. This format gives us the flexibility to tailor each showcase to each class every year. If someone is a particularly gifted writer or cinematographer, then we can feature that work—if not, then it is not a requirement.

# Auditions

Auditions will be the first full week of the Fall 2021 semester. Rising seniors must prepare their literature over the summer for audition the week we return to school. **You are required to prepare six (6) pieces in which you are a Major Featured Actor (see below for definition).** You will perform about 45-60 seconds of each piece at the audition. The faculty will select a minimum of four (4) of your pieces to program into the showcase. **There are no time period, style, type/genre (singing vs. acting), or other variety requirements for the pieces you select to audition.** Consider this an opportunity to demonstrate your absolute best work for us, regardless of what decade it is from or how contrasting it is with other works. Remember that there will be college and university faculty present in the audience, so how “contrasting” and diverse your repertoire is will be up to you.

## Major Featured Actor Pieces

You will audition six (6) of these for the faculty, who will choose at least four (4) for the showcase. You are considered a **Major Featured Actor** in a piece if you have:

- **ALL** the lines (as in a monologue or musical solo),
- The **MOST** lines of any actor in the piece (in a scene or group musical number),
- An **EQUAL NUMBER** of lines with the other actors in the piece (as in a duet or trio, etc.)

It is important to note that if you are auditioning a Major Featured piece for the showcase that involves other actors in a minor role (ex. “When He Sees Me/Waitress” Dawn is the **Major Featured Actor** and Jenna and Becky are **Minor Featured Actors**—see below) you may pick whoever you want to perform at your audition, or even leave them out if you can audition it alone, but the faculty will select the Minor Featured Actors for your piece for the showcase if it is selected. **You are then responsible for rehearsing, staging, designing, and directing the entire scene for the showcase.**

## Minor Featured Actor Pieces

You will be featured in at least two (2) but possibly many moments in which another senior is the Major Featured Actor and they need other actors to serve as ensemble or in a lesser role in some way for their pieces. **The faculty will select and assign these roles after the audition—you do not need to audition for these roles.** It is up to the Major Featured Actor in each scene to coordinate with you to rehearse, stage, design, and direct the scene for the showcase.

## Transitional Moments

Actors will be assigned by the faculty after the auditions to help transition between pieces throughout the showcase. Some pieces will transition naturally and not require a moment, but in those situations that do, an actor or actors will be chosen by the faculty, and then it is up to those students to come up with a **Transitional Moment**. This can be in the form of spoken lines, dance, pantomime—be creative based on the two pieces you are assigned to connect! **THESE MUST BE SHORT**—this is NOT meant to be an entire piece in the way that connective tissue has been in the past. The faculty will assist and direct as necessary.

# Openers & Closers

These will be selected by the faculty, one at the top and bottom of each of the four acts. We will choose the people and the pieces. Some will be large ensemble scenes or large group musical numbers, while others will be small, based on the class. Once these are selected and cast by the faculty, it will be up to the group members to coordinate to rehearse, stage, design, and direct themselves in this scene for the showcase. The faculty will offer feedback throughout this process, but will leave artistic freedom up to the group when it comes to artistic choices. These Openers and Closers DO NOT count towards your Major or Minor Featured Actor counts.

The **Openers, Closers, and Transitional Moments** will help guide the programming of the other pieces and may even help define each act thematically.

# Technical Support

All costume, scenic, and prop needs will be determined by each Major Featured Actor in each piece, or in the case of the Openers and Closers, the group may select a member or members to serve this function. **ALL REQUESTS MUST BE SUBMITTED AT THE PREVIEWS** (see below).

# Adjudicated Previews

**The previews will be at the beginning of the second quarter.** These will be adjudicated and scored on a 10.0 scale similar to a formal jury. Scores are individual, and receiving a 7.0/10.0 will be considered “passing” and this score will be used for your fall semester exam grade for Acting and Musical Theatre class. Instant feedback and a verbal adjudication will occur directly after the preview.

The senior showcase itself will be the evenings of **February 15-16, 2022** and will be Pass/Fail only.

The following criteria will be used to score the project preview (1.0/10.0 each):

Acting Criteria	Singing Criteria	Dancing & Movement Criteria	Literary Theatre Criteria
Expressiveness	Expressiveness	Expressiveness	Grammar/Spelling/Syntax
Characterization/ Interpretation	Characterization/ Interpretation	Characterization/ Interpretation	Character Development/ Details
Projection	Projection	Motivation	Plot Development/Arc, Structure
Diction/Dialect/Voice	Vocal Accuracy/Pitch	Timing	Believability
Physicality/Energy	Breath Control/Energy	Physicality/Energy	Strength of Conflict
Pacing/Rhythm	Resonance/Placement	Stage Pictures	Continuity
Transitions/Beats	Transitions/Beats	Sight Lines	Detail
Emotional Connection	Diction/Dialect	Use of space	Originality
Staging/Blocking	Staging/ Blocking or Choreography	Technique (dance)	Stage Directions
Preparation/Polish	Preparation/Polish	Preparation/Polish	Polish

## Disclaimer

The faculty and administration reserve the right to amend these guidelines on a case-by-case basis when issues arise.

## other requirements

### Extended Hours—Program Requirement

To create more depth beyond the classroom experience, students are required to complete a total of 60.0 hours of theatrical experience each semester outside of the school day. Students will not receive credit for any hours that take place during the regular school day (exceptions for field trips below).

**30.0 “Inside” Hours.** These are hours that are worked for the PCCA Theatre Department, whether on-campus or off-campus. This can include performing or working a Mainstage show, cabaret, or other performance on the PCCA Theatre calendar. **Simply observing a rehearsal does not count towards hours.** They can even be earned for things like Troupe 3756 Thespian meetings or various off-campus field trips sponsored by the PCCA Theatre Department. Off-campus events and field trips have a maximum number of hours that may be earned:

**FTC** = 15 inside hours

**Junior Thespians** = 10 inside hours

**Thespian Districts** = 5 hours for Thursday, 5 hours for Friday, 10 hours for Saturday (20 inside hours max)

**SETC** = 15 inside hours

**Thespian State** = 5 hours for Wednesday, 5 hours for Thursday, 5 hours for Friday, 5 hours for Saturday (up to 20 inside hours max)

**Disney** = 5 inside hours

**30.0 “Outside” Hours.** These are hours that can be earned either on-campus or off-campus (again, not during regular school hours) that enrich the student’s artistic growth outside the PCCA Theatre Department. This can include seeing another PCCA Department’s performance (chorus concert, dance recital, visual arts exhibition, etc.), or another organization outside PCCA (seeing a show at the Straz, performing or working a show at Eight O’Clock Theatre, going to the Dali Museum, etc.). **Movies do not count towards this requirement.** Proof of attendance must be provided in the form of a program or ticket stub or another item from the event. Outside private voice, dance, and acting lessons also may be submitted for outside hours.

**Mainstage Requirement—NEW.** Students are required to work at least one Mainstage show per year. Students may work a technical position, such as stagehand or costume run crew, or as front-of-house staff, such as ushering a show. In the event that a student is cast in two shows and is unable to work either of the other paired productions in the course of a year, they may assist the technical theatre department with striking a show of their choice (taking down the set, putting costumes away, etc.) and have a technical theatre teacher sign off on their work.

Students who fail to complete the required hours per semester will be placed on Artistic Probation for one semester, and may be dismissed if they cannot meet this requirement two semesters in a row.

## Industry-Standard Experiences

One of our core philosophies is that students wishing to make theatre professionally one day must experience the highest level of professional theatre and learn from those currently working in the industry. To that end, theatre majors will experience the following off-campus:

**Broadway Equity Tours at the Straz Center.** It is critical that students are continually exposed to quality models of professional theatre, even from the freshman year. Tickets to Broadway touring productions at the Straz are available to PCCA students and their families at a severely discounted rate. There are often talkbacks following the show in which students may meet cast members, technicians, and creatives from these Broadway Tours and ask questions as well.

**Walt Disney World Theatre Workshops.** Disney Youth Programs offers workshops in acting and technical theatre taught by teaching artists, many of whom are equity or professional Disney actors and technicians, in their Orlando theme parks and resorts. Sophomores will participate in a workshop with these industry professionals and then are invited to spend the day in one of their iconic parks.

**Southeastern Theatre Conference.** This professional theatre conference includes opportunities for juniors and seniors in high school to audition for hundreds of colleges, as well as participate in a variety of workshops led by college professors, industry professionals, and working actors.

**Florida Theatre Conference.** Similar to SETC but limited to schools in Florida, this conference allows juniors and seniors to audition for a panel of Florida colleges and universities.

**New York City Senior Intensive Study.** Seniors travel to New York City in the spring where they will spend a week seeing shows on Broadway, touring museums, and taking classes with working professionals on Broadway. This experience is essential to prepare students for pre-professional work and training. Financial assistance and planning are available.

# International Thespian Society Troupe 3756

PCCA is a member of the Educational Theatre Association and we proudly sponsor International Thespian Society Troupe 3756. Because we are a theatrical school of the arts, we believe every student in the theatre department at PCCA should be inducted into this Honor Society.

## Summary of Program Requirements

To remain in “Good Standing” within the PCCA Theatre program, students must meet the following minimum requirements:

**Overall Academic GPA—2.5 weighted or higher**

**PCCA Arts Courses GPA—3.0 unweighted or higher**

**Jury Score—7.0 or higher**

**Inside Hours—30 per semester**

**Outside Hours—30 per semester**

**Mainstage Audition Requirement—four Mainstage auditions per year**

**Mainstage Technician Requirement—one technician position filled per year**

Should a student fail to meet one or more of these requirements, they may be placed on a probationary period by the department. An official letter notifying the family of this status would be mailed home, and the student would have a prescribed period to rectify the issue. Failure to meet these requirements a second time can result in dismissal from the program, in which case the student would be returned to their zoned neighborhood school.

For more information on student status, probationary periods, and dismissals, please see the PCCA Handbook.

**STUDENTS ON ANY KIND OF PROBATION MAY BE PROHIBITED FROM PARTICIPATING IN AFTER SCHOOL SHOWCASES, INCLUDING CABARETS AND MAINSTAGES, OFF-CAMPUS TRIPS, OR OTHER EXPERIENCES BEYOND THE SCHOOL DAY DURING THE PROBATIONARY SEMESTER AT THE DISCRETION OF THE PROGRAM DIRECTOR.**

# additional policies

## Use of Controversial Materials

The Theatre program at PCCA is designed to provide your student with a working knowledge of the development of western theatre, and it is also designed to expose your student to a wide breadth of literature, both from antiquity, and our modern catalogue.

To that end, students will be required to read, study, and perform several plays and pieces of plays over the course of their time here, and there will be assignments associated with this material in various courses. We want to inform you of your rights regarding the use of controversial materials, and the processes we have put in place to accommodate your family should you deem any material too strong for your child. Controversial material is defined by Pinellas County Schools as any material containing *violence, profanity, sexual situations, activity, or innuendo, sensuality, suggestive dialogue, nudity, drug abuse*, or other materials as determined by PCSB.

1. **No single title is required** for any particular assignment. Students and families will always have a choice when it comes to in-class, graded assignments. In this way, you may of course guide your student and choose a play that contains material you deem appropriate for your family as there will always be options with little to no controversial material.
2. **You may request at any time a copy** of any play or musical that is being assigned or produced. To request a copy, email Mr. Hinzman at [hinzmand@pcsb.org](mailto:hinzmand@pcsb.org) and indicate which titles you would like to read.
3. **You may request an alternative assignment** entirely for your student. If you do not wish for your child to read or perform any of the material associated with a particular assignment, you can request an alternate assignment that the instructor will provide.
4. **Performing in Mainstage productions is optional.** While auditioning for the mainstage productions each year, as well as working a technical theatre position at least once per year is mandated by the program, any mainstage that you deem too inappropriate for your child to participate in is entirely optional, and even if they are cast in the production, they may decline the role with no penalty whatsoever.

If you have any questions or concerns, please use our PCSB email accounts and let us know in writing so that we may best serve your family. We realize that every family will have different comfort levels when it comes to materials for their students, and we want to tailor your child's education to fit your family's needs.

## Anti-Censorship Policy

To further elaborate on the policy above, please note that the Theatre Department at the Pinellas County Center for the Arts has a **strict no-censorship** policy when it comes to controversial materials. Not only is it unethical to change any word or line in a play without the playwright's express written consent, it is also typically highly illegal to do so, particularly in a piece being produced for public performance. If the faculty and administration deem material so inappropriate that they would feel compelled to censor a piece of literature, we will simply select other literature (or require the student to select other literature where appropriate). This policy applies to class work, public performance on and off campus, and competitions on and off campus. Appropriate signage and



warnings will always be placed in the lobby of any performance open to the public on our campus when necessary.

## Casting Policy

There will be no fewer than eleven major auditions throughout the year just within the PCCA Theatre Department, and many more beyond that relating to off campus events and competitions. One of the skillsets necessary for young actors to develop to succeed in this industry is the ability to accept casting decisions, especially when the outcome results in rejection. It is the policy of the Pinellas County Center for the Arts to protect all artistic casting and audition decisions made by the faculty and administration. **Requests for explanations, rationales, faculty comments, or appeals of any kind for any casting decision will not be granted.** All casting decisions are considered final once posted, and no further changes can be requested or made after that time.

# 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.

## FEEES

### 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.*