

2024-2025 Ferris Stagecraft Syllabus—Mrs. Cooper

Class Remind: text [@saxontech](https://www.saxontech.com) to 81010

P erseverance	<p>In this class you will be learning a variety of skills: design; stage management; marketing; set, costume, & prop construction; running light and sound equipment for events and productions; makeup application; and maintaining all equipment, tools, etc.</p> <p>A large part of this semester will be producing the musical, plays, One Acts, Thesperados, Saxon Bards, Thespys Tech Portfolio (due before Winter Break)</p>
R espect	<p>You will be given the training to run the fly system, sound and light boards. You are expected to maintain a professional demeanor at all times including arriving on time or early. Do not leave the event until the supervisor on duty excuses you. We are customer service at its best!</p> <p>Class attire is well-fitting clothes you can get dirty (we have lockers to store your work clothes), closed-toed shoes, and long hair pulled back.</p>
I ntegrity	<p>On average, you will be putting in 4.5 hours per week, (approximately 20 hours a month) <i>plus</i> two outside events. Grading is done on a primarily participation basis. Aside from your two events outside of class time, you are asked to take part in the Fall musical by heading a crew or assisting for 6+ additional hours on tech work days (select Saturdays or after school), production week, AND the performances themselves. You are also required to take all online tool safety tests and performance training as a part of your stagecraft grade.</p> <p>Make up time Should you find you have missed a few classes, you may make up that time on scheduled Saturday tech days or after school (up to 6pm) on M—F. If you need any performance safety training, please make an appointment with me.</p> <p><i>I set high expectations for you. These hours are to be completed on your honor...while I may not be directly supervising you at all times, you are expected to maintain integrity by working the entire time you are "on the clock."</i></p>
D iscipline	<ul style="list-style-type: none"> • <u>You must at all times keep safety first. Never operate a power tool or enter the catwalks without a teacher being present. Failure to observe this requirement will result in removal from the class. Your safety is paramount!!</u> • The most obvious safety rule is to be careful and be aware of your surroundings. Pay attention to what you are doing and do not rush any task. Repetitious jobs can cause you to lose concentration, so be aware and pay attention. • <i>Being careful is your best defense against injury.</i> Being careful means being careful all the time. You can be cautious for years and then get hurt in two seconds of inattention. This is entirely under your own control. • Avoid danger by using common sense. Some people accept a greater risk of danger in order to work faster, more conveniently, etc. Do not hurry and cut corners on safety. Some people take greater risks because they have a strange notion of invulnerability, or as a show of bravado. This will gain no respect for you in our shop. • Because you will be working with power tools, you are required to have proper clearance from me. Safety written and practical tests will be given prior to using each tool in class. • Please bring appropriate clothing for working with paint, sets, etc. You may store extra clothing in the lockers in the shop. • You are required to work outside this class. Because you are training to run events, most events are after school or on the weekends. <u>You need to work at least one non-Ferris Theatre event (Concert, ASB meeting, class meeting, etc.) in any crew position such as usher, stage manager, light or sound tech.</u>
E xcellence	<p>Ferris Stagecraft Students strive for excellence! We will be putting together portfolios for the Thespys. Please put this on your calendar. Sept. 6, 2024. Our participation in this event has shown our excellence in technical theatre each year with State and National qualifiers. Are you are next top techie?</p>



PARENTS

Please invite your parents to help with the shows and any tech days they could help with. There is a parent meeting **Monday, September 9 at 6pm**, please invite your parents to attend or contact me with their questions or comments at marycoo@spokaneschools.org or 354-6076.

GRADING

1. Grading is done on a weighted point system: 4.0-3.6 A, 3.5-3.0 B, 2.9-2.4 C, 2.3-2.0 D.
2. Safety tests, daily participation, and event tech jobs comprise approximately 1/3 your final grade.
3. Attendance and participation, specifically, the plays, one acts, Thespys and the musical will be approximately 2/3 your grade. You miss a class or event, you miss points per day-excused or not. I can't grade what I don't see.

Parents/guardians: Please let me know the best way to reach you and times to call. You can reach me at 354-6036 or email me at MaryCoo@SpokaneSchools.org.

Please sign below to indicate that you have read and agree with these expectations. Detach this portion of the expectations and return to me by **Friday, September 6, 2024**.

Student Signature Date

Parent/guardian Date

Parent Comments:

Student Safety Participation Agreement

Course Title: Stagecraft Student Name: _____

School Year/Semester: 2024-25 Teacher: Mary Cooper

Your student has selected to enroll in a specialized course at his/her high school. This class has *potential* safety hazards we would like to bring to your attention.

When your student participates in this class, they **will** be using power machines, tools, and equipment. They will be performing operations, procedures, and processes that have the potential to cause harm to themselves or others if the equipment, guidelines, and operation standards are not used or performed according to the teacher's instructions and the required safety training. These risks include, but aren't limited to, severe cuts, abrasions, puncture wounds, eye injuries, burns, and electrical shock.

Your student plays a critical role in avoiding these risks and injury to themselves or others through their compliance with the teacher's safety instructions and use of personal protective devices as directed by the teacher.

Because Spokane Public Schools is concerned about your students' safety, we want you to be aware of these safety hazards. We request your help in actively supporting your student's fulfillment of their role in ensuring safety in this specialized class. By signing this letter and returning prior to your student's participation in this course, you are acknowledging:

- *You have read the attached Industrial Lab and/or Specialized Class Student Safety Commitment Agreement and General Industrial Lab and/or Specialized Class Safety Rules; and*
- *You understand and support the commitments your student is making when they initial and sign this agreement, the Industrial Lab and/or Specialized Class Safety Commitment Agreement; and*
- *You have discussed with your student the importance of their compliance with these commitments and rules, and that throughout the course of the semester you will continue to actively emphasize the importance of the safety undertakings to which they have committed.*

Please contact your student's teacher if you have any questions or concerns related to safety issues. We would like to remind you that this is a specialized class and an elective course. If you or your student is uncomfortable with this agreement or the attached Industrial Lab and/or Specialized Class Student Safety Comment Agreement, and the General Industrial Lab and/or Specialized Class Safety Rules, your student certainly may choose to participate in another elective.

Thank you for your support, agreement, and cooperation.

Parent/Guardian Signature: _____ Date: _____ (Print name): _____

Industrial Lab and/or Specialized Class Student Safety Commitment Agreement

You have enrolled in an industrial lab and/or specialized class that has potential safety hazards.

If you proceed with this class, you will be using machines, tools, and pieces of equipment and you will be performing operations, procedures, and processes that could cause harm to you or to others if you do not use or perform them according to your teacher's instructions, as well as required safety training. These risks include, but are not limited to, severe cuts, abrasions, puncture wounds, eye injuries, burns and electrical shock.

You as the student, play a critically important role in avoiding these risks and injury to yourself and to others, through your compliance with your teacher's safety instructions and your use of personal protective devices as directed by the teacher. Consequently, a condition to your participation in this class is that you first review this General Industrial Lab and/or Specialized Class Student Safety Commitment and the attached General Industrial Lab and/or Specialized Class Safety Rules, and that you initial and sign this form where indicated below. You are also required to have your parent or guardian review and sign the attached Student Safety Participation Agreement.

- ✓ I commit that I will follow all the class rules given by my teacher. _____
(student initials)
- ✓ I commit that I will not use any machine, too, or piece of equipment until all instructions, demonstrations, and testing concerns are completed. _____
(student initials)
- ✓ I commit that I will not attempt to perform any operation, procedure, or process until all instruction, demonstration, and testing concerning it is completed. _____
(student initials)
- ✓ I commit to study, understand, and demonstrate the safe use of each machine, tool, piece of equipment, operation, procedure, or process prior to my use of it or performance of it. _____
(student initials)
- ✓ I have read the attached General Industrial Lab and/or Specialized Class Safety Rules and commit that I will comply with them. I further understand the attached General Industrial Lab and/or Specialized Class Safety Rules are only general rules. I understand that my teacher will direct me to comply with other and additional more specific safety rules and instruction, as needed. I commit that I will comply with those other and additional more specific safety rules and instructions as well. _____
(student initials)

I, _____, understand the above statements, commit to comply with them, and acknowledge that my failure to do so may result in discipline that could include expulsion from this class and/or school:

Student Signature: _____ Date: _____

Class Title: _____ School Year/Semester: _____

Teacher's Name: _____

General Industrial Lab and/or Specialized Class **Safety Rules**

Follow the General Shop Safety Rules listed below and all safety rules and instructions given to you and your class by your instructor, regardless of whether or not they are mentioned in the following General Shop Safety Rules.

1. Be aware that loose-fitting clothing, long hair, or dangling jewelry can become caught and entangled in moving part of machines and tools. Wear only tight-fitting clothing, roll long sleeves up, tie back long hair, and remove jewelry (i.e., bracelets, necklaces, dangling earrings).
2. Before using a machine, be sure that all necessary safety appliances and guards are in their proper places.
3. Always shut off machines and allow moving parts to come to a complete stop before making adjustments or measurements.
4. Protect your eyes with goggles or a facemask when working at tool grinders and lathes.
5. Keep your fingers and tools away from moving machinery or moving parts.
6. Place all waste materials in proper receptacles.
7. When it is necessary to approach someone who is operating a machine, do so in such a manner as not to startle him or her.
8. When tearing apart crating, boxes, or any container or project which has sharp fasteners such as nails or staples, draw the fasteners out completely and dispose of them in a proper receptacle, or bend them over flat before depositing the waste material in a proper receptacle.
9. No guard on a machine shall be removed or modified without your instructor's consent.
10. Keep hands behind the cutting edge of keen-edged tools.
11. The use of worn-out or improper tools, such as damaged hammers, cold chisels and files without handles, is prohibited.
12. No one except the operator of a machine and/or the instructor should be within the working area while the machine is being operated.

13. No one other than the instructor should talk to the operator of a machine while the machine is in use.
14. An operator should never leave a machine until the machine has completely stopped.
15. Always assume a workman-like attitude while in the shop.
16. Cords with damaged insulation or bare wires are not to be used until repaired and inspected by the instructor.
17. Students will not be permitted to operate a machine until instruction, a complete demonstration, and testing has been given.
18. Permission to throw the master switch must be obtained from the instructor.
19. Any new setup shall be inspected by the instructor before a student may start the machine.
20. All oil and paint rags are to be placed in a proper receptacle.
21. Turned blocks from a turning lathe are to be thrown into the scrap box.
22. Air hoses are to be used only for cleaning. Keep the air 6 to 10 inches from your skin and away from your eyes at all times.
23. Use care in storing projects.
24. If an accident does happen to you or someone else, regardless of how minor, report it at once to your instructor.
25. If you find a tool, machine, or equipment out of order, do not use it and report it to your instructor at once.
26. In taking material from stock racks, do not undermine the pile or otherwise make it dangerous.



2024-2025
Season

Sept. 4-6

Sept. 9

Sept. 26

Oct. 3

Oct. 26

Oct. 28

Oct. 31

Nov. 7-9, 14-16

Nov. 21

Dec. 5

Dec. 10

Jan. 9

Jan. 13

Jan. 18

Jan. 30

Feb. 6-7

Feb. 11-12

Feb. 27

Mar. 6

Mar. 24

Mar. 19-21

Apr. 1

Apr. 24-26, 30, May 1-2

May 6

May 7

May 8

May 15-16

May 19

May 29

Jun. 4

Jun. 5

Musical auditions

Theatre Arts Parent Meeting 6pm (TAP)

Thesperados Improv Show

Saxon Bards Show

INTAF (Ferris is hosting)

Theatre Arts Parent Meeting 7pm (TAP)

Thesperados

You're a Good Man, Charlie Brown

Thesperados Improv Show

Saxon Bards Show

One Act auditions

Saxon Bards Show

Theatre Arts Parent Meeting 7pm (TAP)

Thespys Festival @ LC

Thesperados/Bards

One Act Festival

Spring Play auditions

Thesperados Improv Show

Saxon Bards Show

Theatre Arts Parent Meeting 7pm (TAP)

Washington State Thespian Festival

Thesperados Improv Show

The Musical Comedy Murders of 1940

Thesperado auditions

Bards auditions

Saxon Bards Show

Project Hope

Theatre Arts Parent Meeting 7pm (TAP)

Thesperados Improv Show

Theatre Classes Showcase

Theatre Gala