



**Student and Parent
Handbook**

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Purpose

The purpose of the GCHS Handbook is to provide parents and students with a resource to which they may refer regarding performing arts procedures and policies. The handbook provides students with guidance and information to help them have a positive experience in the GCHS performing arts programs.

Contact Information

Choral and Theatre Director: Dr. Kim Watters 770-773-5571	kwatters@gcbe.org
Technical Theatre Director: Mr. Richard Bristow 706-346-8837	rbristow@gcbe.org
Theatre Director: Mr. Michael Earnest	mearnest@gcbe.org
Choreographer: Ms. Debbie Mixon	dmixon@gcbe.org
Costumer: Ms. Susan Skaggs 678-986-2849 (text is best)	sskaggs@gcbe.org

Please join Remind101 to stay connected:

To get text notifications:

1. Join by text: Participants text a unique class or school code to a Remind phone number. For U.S teachers, the Remind number is 81010. ...
2. Join online: Visit remind.com/join and enter the class or school code along with your mobile phone number.

CLASS CODES

Boosters/general info: @gcpaa

Chorale: @kwatters

One Act (Working): @getajobgc

Shulers (The Mystery of Edwin Drood): @drood19

Spring Musical (Wonderful Town): @conga19

GCPAA Boosters

The Booster Club provides support for the Director and the performing arts programs through volunteer support and fund-raising. All parents are eligible to be members if they have a child enrolled in the performing arts at Gordon Central High School. The Boosters work hand-in-hand with the directors in reaching program goals set by the director. All parents are invited to attend Booster Club meetings, which generally fall once a month on Monday nights. Boosters work together on several fundraising projects throughout the year which are essential to the success of the performing arts programs. Booster members' efforts in raising funds are essential to the maintenance and growth of the program.

Please fill out the form on the next page and return to Dr. Watters.

Contact Shannon Evans (2018-2019 GCCPAA Booster Club President) or Dr. Watters, Director, for more information.

BOOSTERS

Some wish for it; we WORK for it!

Dear Parents,

The GCPAA Booster Club was designed to assist Dr. Kim Watters, the Director, and the students in the success of the Gordon Central Performing Arts Alliance. We ask that you support the Booster Club in the following manner:

(Please check more than one)

____ *I would like to be part of the GCPAA Booster Club*

____ *I am interested in joining one of the committees below:*

___ Fundraising

___ Costumes

___ Snack/meals for competition

___ Concessions

___ Publicity

___ Playbill ad sales

____ *Busy Parent --- I'm unable to volunteer my time, but I can assist with fundraising with a donation of:*

___ \$50

___ \$75

___ \$100

___ Other amount (\$ _____)

Joining Member's Name _____

Student's Name: _____ Grade _____

Home Phone # _____ Work Phone # _____

Cell # _____ Email _____

****Email is our source of communication. Please let us know if you are unable to be contacted by email and would like to be contacted by phone. Thanks!***

Please turn in this form to Dr. Watters.

Tri-M Music Honor Society

Selection for Tri-M Music Honor Society is based on the following criteria:

- 10 – 12 graders are recommended by their music instructor after their ninth-grade year of enrollment in a music class
- Over all GPA of 85 or better
- 90 or better grade in all music classes
- Participation in at least one music activity OUTSIDE the classroom. (Examples, but not limited to are – marching band, Tonal Combustion, Honor Band, All-State Chorus, Literary music)
- A \$25 initiation fee is requested. Students not able to pay will be given the chance to earn their membership through service work to their department.

Continuation in the Society depends on the following:

- Enrollment at least one semester per year in a music class
- Continued participation outside the music class
- Maintain an over-all GPA of 85 or better and a 90 or better in their music class.
- 5 hours of community service PER SCHOOL YEAR. This must be in a music related area and credit is based on an advisor's acceptance of the activity. Better to seek approval first!
- \$5 renewal dues per year. Students not able to pay will be given the chance to earn their membership dues through service work to their department.

Graduation cords are issued when a student successfully completes their senior year of society involvement. The cords are awarded by the society at no cost to the senior.

A student may choose to become INACTIVE in Tri-M, but is subject to review by the advisory board before reinstatement. Reactivation must be complete by October 1 of the student's senior year to be eligible for graduation honors. Reactivation is subject to advisory board approval.

Dr. Kim Watters & Neal Crawford serve as advisors for the Tri-M Music Honor Society. Starting in 2018 –2019 school year, honorary faculty members will be sought out to help facilitate the organization.

International Thespian Society (ITS)

Troupe #7477

Selection for International Thespian Society is based the following criteria:

- Selection 9th –12th grade years.
- An over-all 85 GPA or better.
- Participation in at least two school shows. A ninth grader may be considered the fall of their ninth-grade year if they participated in at least two shows in middle school and the fall GC One Act Play. High school students are accepted after completing two high school shows.
- A \$32 initiation fee is requested. Students not able to pay will be given the chance to earn their membership dues through service work to the theatre program.

Continuation in the Society depends on the following:

- Participation in at least one high school show per year. Participation includes performing or crewing. Ushering is NOT acceptable participation for membership.
- ITS members are expected to usher for at least one performance of any production they are not actively participating. (Example: you aren't performing in One Act – then you must usher one show)
- Participation in the society's service events. (At least two per year)
- Maintain an over-all GPA of 85 or better.
- 6 hours of community service PER SCHOOL YEAR. Community involvement in theatre activities can count for this service. Better to seek approval first.
- \$5 renewal dues per year. Students not able to pay will be given the chance to earn their membership dues through service work to the theatre program.

Graduation stoles are issued when a student successfully completed their senior year of society involvement. The stole is awarded by the society at no cost to the senior.

A student may choose to become INACTIVE in ITS but is subject to review by the advisory board before reinstatement. Reactivation must be complete by October 1 of the student's senior year to be eligible for graduation honors. Reactivation is subject to advisory board approval.

Dr. Kim Watters serves as the senior ITS advisor. Richard Bristow, Mike Earnest, Susan Skaggs & Debbie Mixon serve as the advisory board. Senior advisor will rotate between board members.

Mr. Earnest is the coordinator for the service hours.

Gordon Central Choral Department

The Gordon Central Choral Department has many branches. Some are enrolled classes and others meet outside the school day.

- 9th grade Chorus
- Belle Voci Chorus (10th - 12th girls only)
- Warrior Chorus (10th - 12th intermediate mixed)
- Chorale (10th - 12th audition only - advance mixed) [Auditions in the spring]
- Tonal Combustion (9th - 12th audition only - advanced mixed) [Auditions in the fall]
- Literary Team (9th - 12th audition only. Students maintain their position until graduation unless unsatisfactory performance is presented) [Auditions in the fall]
- Barbershop Choir (9th - 12th volunteer) [Open to boys and girls]

Audition-only groups hold auditions as listed. Material for auditions can be found at www.gordoncentralperformingarts.org

The Choral Department presents three concerts per year.

- Fall concert in Late September.
- Christmas concert in December.
- Spring concert in March, usually in coordination with Large Group Performance Evaluation.

Members of the department are expected to perform at all concerts presented during their semester of enrollment. Members can participate as independent learners if they are willing to meet as requested by Dr. Watters during lunch and before school to practice with their section leaders. *There will be a \$25 chorus fee per student.*

Management of the program

Section leaders, Librarians, and uniform officers are selected for each class. Chorale also has a student director who serves as the president of the choir. These leaders meet monthly with Dr. Watters to manage choir business and handle any concerns for their choir. These leaders are selected by their section but could also be appointed by Dr. Watters.

Lettering in Chorus

To letter in chorus you must earn 150 merits per year. Merits are awarded as follows:

Perform in a concert (25)	Sing in LGPE (25)	Serve as a choir officer (25)
Audition for All-State Chorus (25)	Make All-State Chorus (50)	Student Director (50)
Perform in Showcase or Talent show as an individual act (25)		Active member of Tri-M (25)
Sing in Tonal Combustion (50)	Sing on Literary team (50)	Sing on Barbershop team (25)

**Other things can be designated by Dr. Watters for merits.

Theatre Operations

The Gordon Central Theatre Program is very proud of the work they produce each year and highly value the students involved in making the program work. Students *do not* have to be inducted members of the International Thespian Society to participate in the theatre program.

Areas of involvement

- Performer
- Musician to accompany a show
- Crew member (includes construction and operations)
- Technical crew member (includes lights & sound)
- House manager/Usher captain
- Promotions manager

Responsibility of show members

All students involved in a show are considered “show members.” They are ALL expected to follow the regulations set forth by the theatre advisory board.

- All rehearsals operated after school hours will be held in the theatre, chorus room, dance studio unless otherwise designated.
- ALL show members are to be picked up in back of the theatre unless otherwise arranged with the directors.
- Show members who drive may move their cars to the back of the theatre AFTER school hours.
- ALL show members are to leave the school within 15 minutes of the rehearsal end.
- If you are to report to another school activity, please inform the directors.
- All show members are responsible for their own show materials – under garments, shoes, etc.
- Materials left in the dressing room after a show closes become property of GCPAA.
- All costumes are property of GCPAA and MUST be returned in good condition to Mrs. Skaggs.
- Show members are expected to help with all aspects of the production including:
 - Ticket sales
 - Advertisement
 - Playbill ads
 - Sponsorship
 - Setting/striking the theatre space (movement of seating, lighting, etc.)

There will be a \$25 show fee per student. This will cover show t-shirt, make-up, and costume needs. Shoes are still the responsibility of the student.

Rehearsal Expectations

Being on time means being early!

Be sure you have already...

✓ Changed into appropriate attire. Be prepared to move, dance, or tumble as required for the part. For TECH, be prepared to work in appropriate and safe clothes/shoes.

✓ Taken care of any personal business* ✓ Put away your phone

✓ Thrown all your trash away ✓ Spit out your gum

✓ Pencil, script and paper

During rehearsal PLEASE...

- Leave all props, set, or costumes that are not part of YOUR current rehearsal work alone.
- Ignore your phone.
- Stay focused so you don't distract other cast/crew members
- Only have WATER backstage; leave food and other drinks out front.
- Stay in Blue Box, costume room, dance room, restrooms, and chorus rooms only.

During rehearsal DO...

✓ Give 100% of your focus and use your time wisely

✓ Be positive and productive

✓ Listen to your directors and take notes

✓ **Have fun**

*During rehearsal, **TECH** will be:*

- Using hand and power tools
- Painting
- Creating/Building
- Climbing ladders or being on lift
- Lifting

***If you need to leave for personal reasons for a moment, please do not interrupt rehearsal. Find an appropriate moment and let one of the directors know. Take care of it quickly and return promptly.**

After rehearsal:

- Please arrange to be picked up on time.
- You must wait for your ride outside the backstage door.
- You may NOT go into any other area of the school.

As a current production member:

- ✓ You must get permission from the director prior to getting your hair cut/colored (onstage members only)
- ✓ You must get permission from the director before getting tattooed or pierced.
- ✓ You must keep up your grades and will not use your production responsibilities as an excuse for not doing homework or completing assignments for other classes in a timely fashion.
- ✓ You will show respect and be positive during all rehearsals and performances.
- ✓ You will be a positive representative of the GCPAA both in school and in the community 24/7 in school and out, on official school days or non-school days.

CONFLICTS

When a student is involved in more than one activity that occurs outside of school time, conflicts may occur. Students must *check event calendars for all of their scheduled activities* for conflicts as soon as dates are available. We cannot help work out conflicts unless we are aware. **The student MUST give the director at least 24 hours' notice for it to be considered an excused absence (except for emergencies/sudden illnesses).**

PERFORMANCE EXPECTATIONS

Cast and Crew are required to report *on time* for dress rehearsals and performances *before call time*.

- Students are **NEVER** to leave the backstage areas of the theater or the campus in makeup and/or costume.
- Students will not invite persons outside the cast and crew to any backstage areas or in dressing rooms.
- Stage etiquette should always be followed including courtesy and consideration for cast, crew, and directors.
- **Students are expected to stay and help strike whatever is necessary on closing night of the performance or whenever STRIKE is assigned. This is part of the performance process.**

Fundraising

All fundraisers are optional but students are encouraged to participate. The money raised is used for improvements in the department, student activities, and competition fees.

Fundraising Guidelines

- All money raised belongs to the GCPAA Boosters and cannot be refunded for any reason.
- Students are responsible for the product being sold once it has left the room.
- Problems with a fundraiser must be reported to Dr. Watters within 24 hours.
- Students are responsible for delivering products to the ordering customer.

✓ All fundraising money must be collected when the order is taken. Fundraising money must be turned in by the pre-determined due date.

✓ If a student takes a product to sell and something happens to the product (lost, stolen, damaged, etc.) the student IS financially responsible for the value of the product.

✓ Students are responsible for money that they carry and should turn in cash as soon as possible. DO NOT carry cash around campus if at all possible.

Fundraisers tentatively planned for the 2018-2019 school year

August: Take-away dinner and Car Wash

September: Northwest Georgia Regional Fair

October: Brochure sale

November: Fruit

December: Christmas Variety Show

January-April: TBA

May: Water at graduation

Field Trips

In addition to the policies set forth by Gordon County Schools, GCPAA members will adhere to the following policies:

- ✓ Everyone travels with the group and returns with the group. Special permission to travel in some other manner may be granted in special situations, if a parent gives the director a request for another arrangement at least 48 hours prior to the trip in written form with a signature and a date.
- ✓ Only portable electronic devices *with earphones* are allowed on the bus. GCPAA assumes no responsibility for personal items lost or damaged on field trips.
- ✓ Follow the instructions of the director and chaperones always. They are your legal guardians in the absence of your parents.
- ✓ For the safety and security of all our students, the director and chaperones reserve the right to check all luggage at any point on a trip.
- ✓ Students in violation of the drug, alcohol and tobacco policy will face the penalties set forth by the school.
- ✓ Students are expected to conduct themselves in a manner that reflects positively on GCPAA.
- ✓ Students must dress appropriately for the location of the trip as designated in advance by the Director.
- ✓ When on overnight trips, students must adhere to the nightly curfew, as assigned by the Director.
- ✓ No members of the opposite sex will be allowed in the same hotel room, unless approved by the director for rehearsal purposes only.
- ✓ The director may add to these rules as she sees fit to protect GCPAA members, as well as the reputation of GCPAA in general.

Attendance Policy for Trips

- Must be passing all classes.
- No OSS or Alternative School assignments at any time during the school year.
- No ISS assignments at any time (other than dress code violations) during the semester in which the trip occurs.

Trip Pick Up

Parents must be prompt when picking up their children from trips. Students are encouraged to bring cell phones on field trips to call parents regarding our arrival time on our way home. Please know that their cellphones will be OFF until we are returning.

Typical field trips include Large Group Performance Evaluation, Region (and State) One Act and Literary, as well as others to be determined.

Electronic Communication Policy

Maintaining a higher standard of conduct will also include ensuring that theatre GCPAA member websites are appropriate. The internet is a worldwide, publicly accessible form of communication. Any communication such as Snapchat, Instagram, Twitter, Facebook, photo sharing, emailing, or texting, etc., appearing on the internet is public domain, even if it is marked private. Members are responsible for their personal websites and postings, as well as posting from or on other students' websites. The areas of inappropriateness will include but are not limited to profane, foul, or disrespectful language (abbreviated or alluding to), pictures, suggestive poses, clothing, references to alcohol, drugs, and/or tobacco, and postings (either verbal or photos) that could be interpreted as being negative or threatening towards other teaching staff or students, or that demonstrate poor sportsmanship or a disrespectful attitude towards other performing arts departments. Due to the majority of our productions being competitive in nature, there should be no mention of any school's performances including ours in a negative way. Any such incident will result in review by the principal (or designee) and may lead to probation or dismissal from the GCPAA.

Members who violate the above guidelines shall be subject to the following:

Upon confirmation of a first violation, the member will be asked to remove any offensive items from the website(s) and will be asked to give an apology and plan of action to deter this behavior to the principal, directors, and GCPAA members. Parents/guardians will be contacted and made aware of the offensive behavior.

Second offense: In addition to repeating first offense consequences, the student will be suspended from all theatre activities for a period of 3 days to 3 weeks at the directors' discretion.

Third offense: the member will be removed from the department.

IMPORTANT!

- **All Theatre students and parents must sign the Handbook commitment form verifying that these policies are understood.**
- **Parents/Guardians must sign the next page and return to Dr. Watters.**
- **Our website, www.gordoncentralperformingarts.com, is a great source of information.**

STUDENT AND PARENT COMMITMENT FORM

I have read the Gordon Central Performing Arts Handbook for Students and Parents. I understand and agree to all of the terms and conditions outlined in this document.

Student Name (print): _____

Student Name (sign): _____ Date: _____

Parent Name (print): _____

Parent Name (sign): _____ Date: _____

PICTURE PERMISSION FORM

I, _____, give permission for my or my child's picture to be used to publicize GCPAA on the school, Alliance, and/or district websites.

Student Name (print): _____

Student Signature: _____

Parent Name (print): _____

Parent Name (sign): _____

Date : _____

Safety and Medical Form

Career, Technical, and Agriculture Education Department

Course: Theatre Tech

Student Name: _____ **School Year: -2018 – 2019**

Instructor: - Mr. Richard Bristow

School: -Gordon Central

Your son/daughter is enrolled in the Theatre Tech course listed above. General safety procedures covering equipment and methods taught as part of this course will be discussed throughout the semester. With the realization that accidents do occur, we make every effort to ensure your child’s safety through this training and throughout the course by carefully monitoring all class activities and setting forth safety guidelines and specific dress codes policies; however, should your child have an accident, it may become necessary to obtain emergency treatment from appropriate medical personnel. Therefore, this form must immediately be completed and returned to the instructor to be kept on file should such an emergency arise. This form grants school official’s permission to seek medical treatment for the child before a parent/guardian is/can be reached. If needed, transportation will be provided by EMS, or in certain emergency situations, a staff member at the school. Every effort will be made to contact a parent/guardian, and they are strongly urged to come to the school or medical facility to consult with medical personnel concerning the child’s treatment. In any case, neither Gordon County Schools, nor any person acting on behalf of Gordon County Schools, can be held responsible for medical expenses incurred under these circumstances. Medical coverage of the student is available for a nominal fee through the school insurance program should coverage on the child not otherwise be available. Students will be provided with school insurance forms at the beginning of the school year, or forms may be picked up at one of the school offices. These forms should be mailed directly to the insurance company, as provided on the form. We are honored to have your child as part of our Theatre Tech program, and we look forward to advancing his/her skills and knowledge in the chosen program of study.

My child and I have discussed the importance of the rules set forth in this class as a means of safety within the lab setting, and my child agrees to adhere to these rules as outlined in this form and in the instructor’s class expectations.

MEDICAL RELEASE

Officials of Gordon County Schools have my permission to obtain medical treatment for _____ should school personnel deem such treatment necessary.

(Student’s Name)

Knowledge of medical conditions that may be necessary to provide effective treatment:

INSURANCE WAIVER

We, the parents of _____, understand that to be enrolled in a Theatre Tech (Student’s Name)

lab at a school in the Gordon County Schools system, a completed “Safety and Medical Form” indicating insurance coverage status must be on file. We will not hold the school or the school system responsible for any accidents or payments from medical treatment that might involve our child.

(PLEASE CHECK BELOW THAT WHICH APPLIES)

_____ We **do not have** insurance. _____ We **have** insurance coverage

Name of insurance company: _____ Policy #: _____

Parent/Guardian Signature

Date

Gordon Central Choral Department Syllabus 2018 - 2019

This syllabus is designed to present the grading system and expectations for all choral department classes offered in the 2018 - 2019 school year. While each class will work at different proficiency levels, the method for determining grades will be the same.

Purpose:

The purpose of the choral program at Gordon Central High School is to offer students an opportunity to identify and develop their musical abilities. This purpose will be achieved through classroom activities of listening, creating, analyzing and performing. Various performance opportunities outside the classroom setting will also enhance the learner's abilities.

Course Standards:

The Gordon Central Choral Program adheres to the Georgia Performance Standards.

1. Singing, alone and with others, a varied repertoire of music.
2. Performing on instruments, alone and with others a varied repertoire of music.
3. Reading and notating music.
4. Improvising melodies, variations, and accompaniments.
5. Composing and arranging music with specified guidelines.
6. Listening to, analyzing, and describing music.
7. Evaluating music and music performances.
8. Understanding relationships between music, the other arts, and disciplines outside the arts.
9. Understanding music in relation to history and culture.

Goals:

Each class will develop a set of goals they wish to achieve in the semester. These will be personal goals as well as group goals for their particular class.

Grading System:

90 – 100 = A
80 – 89 = B
70 – 79 = C
below 70 is insufficient

Grading Formula:

20% Final Exam (outside the class average of 100%)
40% Informal Grades (daily & homework – includes concerts)
50% Formal Grades (Tests & Quizzes)
5% benchmark A (6 week)
5% benchmark B (12 week)

Expectations:

Chorus is a **performance oriented class**; therefore, behavior and attitude will affect the level of participation a student achieves. ALWAYS DO YOUR BEST! **Concert grades can only be recovered with a doctor's note for illness, a parent note for a death in the family or religious obligation.** No other reasons will be acceptable for an absence from a scheduled concert unless a prearranged absence has been approved by the director. An alternate assignment can be arranged at the discretion of the director. Please consult the list of concert dates and mark them on your personal calendar.

Make-up work must be completed within 3 days of returning to class.

The quality of each choir is directly contingent upon the desire of each individual choir member. The GCPAA revolves around the attitude of seeking our maximum potential not just accepting our minimum requirements. What can you accomplish this year?

Dr. Kim Watters

Director of choral & theatre activities

"GC Performing Arts: A Passion Worth Pursuing"

EMERGENCY MEDICAL TREATMENT FORM (General)

GORDON CENTRAL HIGH SCHOOL

STUDENT'S NAME: _____

PARENT/GUARDIAN NAME: _____

HOME Phone: _____ WORK Phone: _____

PARENT CELL _____ STUDENT CELL _____

FAMILY PHYSICIAN: _____ PHYSICIAN PHONE: _____

SPECIAL MEDICAL CONDITIONS OF STUDENT: _____

MEDICINES CURRENTLY TAKING: _____

ALLERGIES: _____

My child has permission to take the following medications as administered by a director or designee:
(PLEASE CIRCLE AS MANY AS NEEDED)

Acetaminophen (Tylenol)	Advil/Motrin (Ibuprofen)	cough medicine
Cough drop	eye drops/wash	Tums/Rolaids
Antibiotic ointment	Benadryl (diphenhydramine)	anti-diarrhea meds

Other: _____

Insurance Company _____ **Group #** _____

Policy # _____ **Telephone #** _____

I AUTHORIZE EMPLOYED DESIGNEES OF ***GORDON CENTRAL HIGH SCHOOL*** TO OBTAIN MEDICAL ATTENTION, if needed, FOR _____ WHILE PARTICIPATING. (student's name)

THE LOCAL EMERGENCY FACILITIES HAVE MY PERMISSION TO TREAT MY CHILD, _____, FOR ANY ILLNESS OR INJURY THAT OCCURS WHILE PARTICIPATING IN SAID ACTIVITY (OR ACTIVITIES) WHEREVER CONDUCTED.

SIGNATURE OF PARENT/GUARDIAN

DATE

General Calendar

July 31/August 1: Auditions for Theatre SEASON (all three at once). Materials for auditions will be posted on the website, www.gordoncentralperformingarts.org

August:

- 2—callbacks if needed, first day of school, take-away dinner fundraiser
- 18—yard sale fundraiser

September:

- 3—Labor Day (out)
- 7-15—Fair? Tentative (fundraising and performance)
- 20—Fall concert
- 28—Homecoming

October:

- 4-6—One Act performances
- 8-12—Fall Break (out)
- 19—school day run (3 shows in one day)
- 25—One Act Region?

November:

- 10---State One Act Competition ?; All State Chorus auditions
- 19-23---Thanksgiving Break

December:

- 6-8—Christmas Variety Show (each choir performs on one day of the Variety Show)
- 19-Jan 3—Christmas Break

January:

- 4—First day back to school
- 21—MLK jr holiday

February:

- 7-9—Thescon?? Tentative
- 14-16—All State Chorus
- 18-22—Winter Break
- 21-24—Shuler Hensley Performances (PLEASE NOTE THAT SHULERS ARE DURING THE BREAK!!!!)

March:

- 1—Region Literary
- 16—State Literary
- 21-23—Ashworth Show

April:

- 1-5—Spring Break
- 18—Shuler Awards
- 25-28—Spring Musical

May:

- 2-4—Spring Musical
- 6-7—Swain Elementary Show
- 9-10—Performing Arts Showcase
- 16-19—Theatre classes performance TBD
- 23 – Graduations
- May 27 – June 5 Chorale to Ireland/England

June:

- 10-14—Performing Arts Camp