

**INSTRUCTION: Extra-Class Activities****Guidelines for Drama Productions**

Procedures for the selection and approval of the production should begin with the director's evaluation based on the merit of the educational experience, the suitability for participants and audience, and the appropriateness of the production requirements. Criteria for these considerations are listed below:

1. The Merit of the Educational Experience
  - a. Will the production enrich the regular program of instruction in the school?
  - b. Will the selection augment what the technical staff, performers, and/or audience know about theater as an art form?
  - c. Does the selection provide an opportunity to cast a number of student with varying degrees of acting experience?
  - d. Does the selection have literary/artistic merit as a serious drama, comedy, fantasy, or other significant type?
  - e. Will the production be entertaining?
  - f. Does the selection represent part of a well-balanced drama and/or music program?
  
2. The Suitability for Participants and Audience
  - a. Will the selection appeal to performers and audience?
  - b. Is the selection taught or presented with some frequency in secondary schools?
  - c. Are the characterizations required within the capabilities and maturity level of the available talent?
  - d. Will most adolescent performers and/or audience members be comfortable dealing with the characters, language, or situations in the production?
  - e. Will costumes, choreography, or movements be considered appropriate by community standards?
  
3. The Production Requirements of the Selection
  - a. Are the technical requirements within the school's resources?
  - b. Is there a reasonable expectation that the production will generate sufficient funds to cover its cost?
  - c. Will the price of tickets be affordable for the majority of the community?
  - d. Has a realistic production schedule been formulated?

## Approval Process

The approval process must be completed before the director makes any commitments for the production to students or outside agencies. He/she should allow at least two (2) weeks for the selection to be reviewed by the department chairman and the principal. The process should include the following steps:

- Step 1: The director should fill out in duplicate the checklist and approval form and submit both copies first to the department chairman for approval and then to the principal.
- Step 2: The department chairman should evaluate the selection based on the criteria listed, indicating any questions he/she may have on the checklist itself. His/Her approval or disapproval should be noted on the approval form and returned to the director within five (5) school days.
- Step 3: The principal should evaluate the selection based on the criteria listed, indicating any questions he/she may have on the checklist itself. Ultimate approval or disapproval from the principal should be noted on the approval form. Once copy should then be returned to the director within five (5) school days and the other kept for the principal's file.

## Appeal Process

An appeal for reconsideration may come from any one of a number of sources: a director who questions disapproval or a parent, student, or community member who questions either approval or disapproval. The appeal process will be the same regardless of the source or objection.

An appeal may also come at various times in the production schedule; it may come when the selection is announced, when the cast is well into production, or even after the performance. The appeal process will be the same regardless of time.

The appeal process should follow these steps:

- Step 1: Once an appeal for reconsideration is made, the principal shall render his/her decision to approve or disapprove the production and notify the person appealing within three (3) school days.
- Step 2: If the person appealing is dissatisfied with the decision of the principal, he/she may appeal this decision to a designated member of the

Superintendent's staff who shall render a decision within three (3) school days of the notice of the appeal.

Step 3: If the person appealing is dissatisfied with the decision of the Superintendent's designee, he/she may appeal this decision to the Board of Education. The Board of Education shall render its decision within five (5) days of the notice of appeal.

Rule  
Approved: 7/8/82]

Superintendent of Schools

\_\_\_\_\_ SCHOOL

PLAY/MUSICAL PRODUCTION APPROVAL FORM

TITLE OF PRODUCTION: \_\_\_\_\_

PLAYWRIGHT: \_\_\_\_\_

DATE(S) OF PRODUCTION: \_\_\_\_\_

FACILITY BEING USED: \_\_\_\_\_

COMMENTS: (OPTIONAL) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF DIRECTOR:	APPROVE	DISAPPROVE	DATE
------------------------	---------	------------	------

_____	_____	_____	_____
-------	-------	-------	-------

SIGNATURE OF DEPARTMENT CHAIRMAN:

_____	_____	_____	_____
-------	-------	-------	-------

SIGNATURE OF PRINCIPAL:

_____	_____	_____	_____
-------	-------	-------	-------

### Checklist for Selection of Dramatic Production

The director shall check all of the criteria for which the dramatic production meets standards. (Note: Not all criteria will be met by all worthwhile productions. However, the summary statements should apply in all categories.)

#### The Merit of the Educational Experience

- \_\_\_ Will the production enrich the regular program of instruction in the school?
- \_\_\_ Will the selection augment what the technical staff, performers, and/or audience know about theatre as an art form?
- \_\_\_ Does the selection provide an opportunity to case a number of students with varying degrees of acting experience?
- \_\_\_ Does the selection have literary/artistic merit as serious drama, comedy, fantasy, or other significant type?
- \_\_\_ Will the production be entertaining?
- \_\_\_ Does the selection represent part of a well-balanced drama and/or music program?

Summary: \_\_\_ The educational experience provided by the production has merit.

Optional Comments by Chairman and/or Principal:

---

#### The Suitability for Participants and Audience

- \_\_\_ Will the selection appeal to performers and audience?
- \_\_\_ Is the selection taught or presented with some frequency in secondary schools?
- \_\_\_ Are the characterizations required within the capabilities and maturity level of the available talent?
- \_\_\_ Will most adolescent performers and/or audience members be comfortable dealing with the characters, language, or situations in the production?
- \_\_\_ Will costumes, choreography, and/or movements be considered appropriate by community standards?

Summary: \_\_\_ The production is suitable for participants and audience.

Optional Comments by Chairman and/or Principal:

---

#### The Appropriateness of Production Requirements

- \_\_\_ Are the technical requirements within the school's resources?
- \_\_\_ Is there a reasonable expectation that the production will generate sufficient funds to cover its cost?
- \_\_\_ Will the price of tickets be affordable for the majority of the community?
- \_\_\_ Has a realistic production schedule been formulated?

Summary: \_\_\_ The production requirements are appropriate and reasonable.

Optional Comments by Chairman and/or Principal: