

Student Handbook – Spring Term 2023

Our Mission

To provide and promote exceptional theatre education to our diverse students within a professional theatre context; to offer an extracurricular experience for youth that develops, enhances and extends life skills and abilities; to offer challenging and intensive training opportunities for advanced students; to create performance opportunities for our students; to teach theatre skills in a way that reflects the Citadel's mandate, the needs and demands of the performing arts profession and a progressive curriculum.

THEATRE SCHOOL PERSONNEL:

Director of Education & Outreach – Luc Tellier is responsible for programming, budget, curriculum development, promotion, instructor employment, long-range planning, and general overview of the Theatre School, Young Companies, Students Club and other community outreach opportunities.

Theatre School Manager - Diana Stevenson is responsible for registration, class lists, classroom maintenance and equipment, communication between instructors and parents, and any disciplinary concerns.

Theatre School Program Assistant – Abby Krushel is responsible for providing extra supervision, instructor assistance, classroom upkeep, distribution of materials and tracking attendance for **Saturday** classes.

Instructors - Responsible for developing class teaching content, teaching the classes, communicating attendance or registration issues to the Manager, and preparing students for final performances (where applicable).

Important Information

Location: Citadel Theatre 9828 101A Avenue – a map to the Theatre School entrance is located [HERE](#). If, for any reason, your class has moved to a different location within our building, we will let you know ahead of time.

Attendance Messages: VERY IMPORTANT! If you are going to miss a class, please notify us in advance by **emailing theatreschool@citadeltheatre.com**. Please indicate the class name, Instructor name(s) and class weekday/time in the message. Please also be discrete in the message as all Instructors will be checking them. Please do not contact FTS Director or Manager regarding class absences as teachers may not get the message on time.

COVID-19 Safety Measures: Masks are strongly encouraged and recommended to be worn but not required to attend a Foote Theatre School class. If students are experiencing cold symptoms of any kind, or if they have come into close contact with a positive COVID-19 case, we ask that they wear a mask at all times while at the Citadel.

Cancellation Policy: Cancellations up to 7 days before the first Class will receive a refund of the course price minus a \$50.00 processing fee. **No refunds after that time.** Please note that a \$25.00 processing fee to transfer from one class to another if within that seven day window. FTS reserves the right to cancel any class with insufficient enrolment. In that event, we will try to place the student in another FTS class or a full refund will be provided.

Citadel Theatre Tickets: Did you know that our Theatre School Students receive discounted Citadel tickets **ALL YEAR LONG?!** Each student has access to one discounted ticket for each Citadel Theatre Main Stage production and Add-On Series at the special rate (subject to availability). Please remember to ask for your Theatre School discount at the box office **prior** to payment. You may only use this discount in person or over the phone – not valid for online orders.

Copyright: The Citadel Theatre has the copyright and use of any photographs taken of the students for advertising, publicity, or editorial purposes in relation to the Citadel and the Theatre School.

Facility: Students are not allowed into any of the theatres, backstage areas, or the third floor offices unless accompanied by an instructor. Guests (including parents) are only allowed in classes at designated times.

Parking: If you need to drop off or pick up a student - there is very limited parking in a 5 minute loading zone that is located right outside the south doors of the Citadel in Shoctor Alley. Parking is available in the Library parkade, underneath the Citadel, at City of Edmonton rates. Please use caution when parking on the street, make sure you read the signs carefully. The Citadel is not responsible for parking tickets incurred during pick-up or drop-off times.

Safety: All students are expected to stay on our premises during classes. For security purposes the Theatre School doors will be locked at all times.

Clothing & Attire:

- Please wear comfortable, loose-fitting clothes that you can move in.
- Please bring indoor shoes to every class. Open-toed sandals are permitted as long as they have a secure backing (no flip-flops, please). Indoor running shoes are perfect!
- Please remove hats, large jewelry and accessories prior to the commencement of class.
- In order to respect the health and comfort of those with allergies please do not wear perfume, scented hairspray, cologne, scented deodorants, aftershave or any other heavily scented products.

Snacks & Water: Be sure to bring a water bottle with your name on it. You may also bring a nut-free snack if you'd like. **As a number of our students have a life-threatening allergy to peanuts/nuts and peanut/nut products, we are a PEANUT/NUT FREE environment.**

FTS Student & Parent/Guardian Code of Conduct

We consider mutual respect to be the foundation of education.

General Conduct

The Citadel has a zero tolerance policy for aggressive, violent and discriminatory behaviour. An incident of this type of behaviour by students and/or parents and/or guardians may result in the immediate expulsion of the student from the Theatre School.

Students

- Theatre is a collaborative art, we expect students to respect themselves, their instructors, classmates and others with whom they come into contact with at the Citadel at all times.
- We ask all students arrive on time (or better yet – five minutes early!), ready to work and have fun.
- Students are expected to miss as few classes as possible. It is difficult as an instructor and for the other students to work with students who are not regular attendees. Please communicate necessary absences with the instructor.
- Students are not permitted to chew gum in FTS classrooms or elsewhere in the Citadel.
- Respect your rehearsal and work space. Please take out with you anything you brought into the space. Return furniture, props and costumes to their designated spots at the end of camp.
- Cell phones, laptops, psp, ipads, ipods and all other personal electronic devices are not permitted in the classroom unless indicated by an instructor. Please either leave them at home or properly secured in a locker. The Citadel is not responsible for any damage to or loss/theft of any items.
- Under no circumstances may students participate in class while under the influence of alcohol or non-prescribed drugs. Students suspected of intoxication to any degree will be asked to leave class immediately, at the sole discretion of their Instructor or any other Foote Theatre School representative.

Absence Policy

- 1st Unexcused Absence: the Theatre School Manager will email home to check in with the student/parent.
- 2nd Unexcused Absence: the Theatre School Manager will call home to check in with the student/parent.
- 3rd Absence (**Excused or Unexcused**): The student will be notified that they may be removed from any assigned partner/solo work, depending on the needs of the class. The student will be welcome to attend class to participate in group exercises/warm-ups/games.

Parents & Guardians

- In order to foster and develop a creative ensemble learning environment we ask parents and/or guardians to not attend classes unless invited by the instructor. This applies to friends of students as well.
- Please ensure that students are **promptly** dropped off before, and picked up after class.
- Confirm that students are familiar with this student code of conduct.

Final Presentations

Please note that the Spring Term focuses entirely on process and does not culminate in a final performance. At the discretion of the Instructors, guests *may* be invited to attend part of the final class to see some of the work we have done!