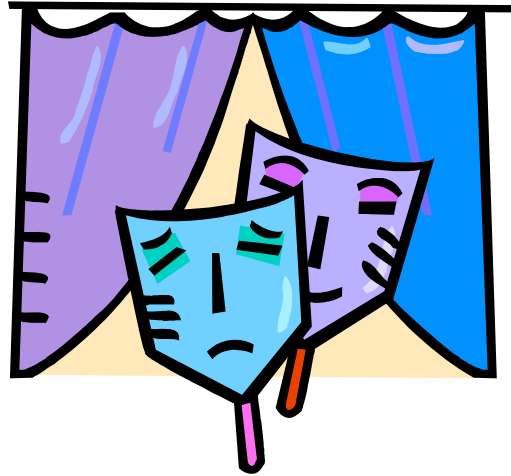


# 2009-2010



*Kansas City, Kansas  
Public Schools*

## *Theatre Department*

# Handbook

**Additional Theatre Resources may be found on  
COMPASS**

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## **Integrated Arts Resource Center (IARC)**

**1620 S 21<sup>st</sup> Street  
Kansas City, KS 66106  
[www.kckps.org/iarc](http://www.kckps.org/iarc)**

(913) 627-6850  
Fax (913) 627-6884

The Integrated Arts Resource Center houses much of the Art, Music, Theatre, Dance, and Physical Education resources. IARC is located on the extreme Southeast corner of Argentine Middle School, and may be reached from the North by taking I-70 to the 18<sup>th</sup> Street Expressway South. Get off on the Metropolitan/ Ruby exit and you will see the cars parked in the parking lot on the South side of Argentine Middle School. You are welcome to use the front door (underneath the big I.A.R.C. letters), or you may do as many folks do and walk in through the brown double doors on the South side of the building.

*The mission of the Integrated Arts Resource Center is to provide services and resources to enable school staffs to address the needs of a diverse student population by integrating the music, art, theatre, dance & physical education into the educational experience.*

### **IARC Hours**

IARC is officially open from 7:30 AM to 4:30 PM daily. Jean, Dottie, Forest, and Tom can accommodate your professional needs during those hours. Jodie will be working in this department part of the time, and in scheduling part of the time. Please don't expect Dottie, Forest, or Tom to stay later than 4:30 PM. Many times Jean or Jodie will be at IARC early or late, but call to check before you make the trip.

### **Administration**

Jean Ney ([jeney@kckps.org](mailto:jeney@kckps.org)) is the Coordinator of Fine Arts (Music, Visual Art, Theatre, and Dance) and Physical Education for the school district. Jodie Lin ([jolin@kckps.org](mailto:jolin@kckps.org)) is the Coordinator for Curriculum Activities and Scheduling.

Both of these people are employed to help make your job as a teacher easier. They both can help with instructional support, equipment and materials purchases, curriculum needs, advice, running interference, programming, etc. Their schedules tend to fill up, so when you want to see them before or after school make sure you call before you make the trip to IARC.

### **Administrative Assistant**

Dottie Novak is the Administrative Assistant of IARC, and is aware of the detailed operation of the departments. She is extremely efficient, personable, and professional. Dottie can assist you in finding the help you need. Find Dottie at [donovak@kckps.org](mailto:donovak@kckps.org).

### **Lead Teacher for Theatre**

Shannon Peery, Sumner Academy, is the district Lead Teacher for Theatre. Shannon is both a knowledgeable instructor and professional actor who will be organizing and leading professional development opportunities. Call Shannon at 627-7200 or e-mail him at [shaper@kckps.org](mailto:shaper@kckps.org).

## Repairmen

Forest Stewart is the band instrument repairman. Tom Parle is the string instrument repairman. Both of these gentlemen are real craftsmen who take pride in their work. Find more about the repair procedures in the repair section of this handbook.

The band repair shop number is 627-6864. The string repair shop number is 627-6863. It may be easiest to reach Forest and Tom by e-mail: [fostewa@kckps.org](mailto:fostewa@kckps.org) and [toparle@kckps.org](mailto:toparle@kckps.org)

## Audio Visual Library

The AV resources are IARC are increasing yearly. You are welcome and encouraged to check out these videos, recordings, and print media. Sign and date the checkout card on the item, then give that card to Dottie. Return the item ASAP (nor more than one week, please) so that others can use it.

## Audio Visual Equipment

In 2007 the Theatre Department bought a wireless mic system for sole use in theatre productions. It is housed at SECT productions (see the theatre resource list for contact information).

Kent Elliot at SECT maintains the equipment. Should there be damage or unusual wear and tear after your school has used it, your school will be charged for repairs. It is imperative that good care be taken in using this wonderful resource.

The calendar for usage will be determined at one of the first district in-service meetings.

## Inventory

It is necessary to keep complete and accurate **inventory records of everything in your room**. All instruments and equipment bought by the music department should be listed on the music department inventory. Keep in mind that one reason such a thorough inventory is kept is so that in the event (heaven forbid!) your school burns down or a robbery occurs your instruments can be replaced. Any piece of equipment not listed on the inventory officially ever existed so it cannot be replaced.

## Ordering Equipment for Productions

You may wish to order district equipment for use in your theatre productions. As soon as you know the dates you will need the equipment, e-mail Jean. She will compose the work order and coordinate delivery on the day you designate. **If you do not get verification by return e-mail, the reservation has not been made.** In that event, please e-mail to check!

Because of the decreased number of maintenance workers, the advance notice for all such requests should be at least three weeks, and can be filled out as much as one year in advance. Do not expect miracles if you fail to stick to that time line!

Possible equipment might include chairs, tables, steps, and platform risers.

## **Budgets and Purchasing**

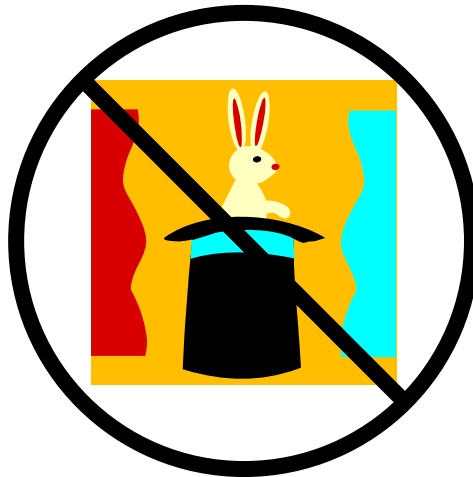
Each high school is allotted \$900 for use in theatre productions. This is a miniscule amount, so know that your school will have to pitch in for expenses above that amount. This money can be used for royalties, for supplies associated with a production, or scripts.

Plan ahead! Purchase orders are the way we do business. Processing the order and getting the supplies can take up to three weeks. Your failure to plan does not constitute an emergency on our part, though.

Use the requisition form e-mailed to you August 12. Fill out all of the information completely, and don't forget to include shipping.

In extreme circumstances, and with plenty of notice, it is possible for Jean to use a district credit card for purchases. This should not be a way of life, though. Jean's schedule does not permit the acrobatics required to affect such purchases.

# PLAN AHEAD



## **Publicity**

If you are in need of color posters for your theatre production you may have some printed a cost of \$.053 per poster. Please note the following guidelines:

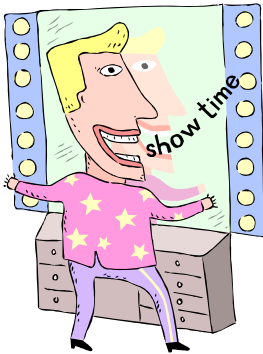
1. The drop deadline for submitting a poster to Jean Ney for printing is three weeks before the production starts. Poster submissions must be camera ready on 8 1/2" X 14" paper.
2. Art and design used in the poster must be tasteful and appropriate for public display. Be especially aware of gang symbol content.
3. All art must be bold and colorful. Pastels don't advertise well. Use bold black lines to separate or delineate sections.
4. The art needs should be 8 1/2" X 11" in size. The poster size is 8 1/2" X 14". Computer generated bold print should be used in the 3" empty space to tell Who, What, When, & Where.

## Curriculum

The Standards, Benchmarks, and Indicators (SBI's) for the theatre department are aligned with National and State Standards. These are minimum standards for what each student should know and be able to do at the conclusion of each grade level. When planning your lessons you should indicate the number of the indicator on which you are working.

In 2007-2008 "I Can" statements were produced for Theatre. Find those statements along with the SBI's in the appendix of this handbook.

It is your job and you are held accountable for teaching the Standards, Benchmarks, and Indicators! It is your job to make sure that students master the minimum indicators for each standard and benchmark at each grade and course level.



## Arts Partners

The Kansas City, Kansas school district is fortunate to participate in the Arts Partners program. A branch of Young Audiences, Arts Partners provides systematic and systemic opportunities for all students in the areas of music, visual art, dance, and theatre. The Arts Partners program is funded almost entirely by our district. Our district's program has traditionally set the standard for other programs in the nation. We are fortunate to have this nationally respected program as a further aid to arts education.

The preparatory materials for Arts Partners events that will be held in individual schools will be sent to the appropriate staff member for dissemination. Preparatory materials for music events held in central locations will be sent to individual teachers well in advance of the performance.

A listing of most 2009-2010 Arts Partners events will soon be available, and will be sent to both you and your principal.

There are discretionary Arts Partners funds available for theatre. If you would like to take a group to a local theatrical production it is likely that both the tickets and the busses will be funded. Don't assume, though! Call Mrs. Ney and discuss it with her. Together you will assess how it fits with your curriculum. **Do not ever book a show and assume that it will be funded!** If you choose to do that, you will assume the cost personally. Go through the right channels, though, and everyone benefits.

## Attendance

Nobody knows and teaches your class as well as you can. It is, however, conceivable that you may occasionally be sick or required to take a childcare day. This year we do not have the luxury of contract music substitute teachers. We will make a list of suitable subs, however, and get it to you ASAP.

There are three ways to register your absence:

1. You may register your absence on-line. Go to <https://kansascity.subfinderonline.com/login/login.asp> and log in using your last name for the User name and your Employee ID number for your password. There is a tutorial you may take if you have not done this previously.
2. You may register your absence on the telephone. If you have never done so, register with our computerized Sub-Finder System immediately. Call (913) 279-2040 and carefully follow the prompts.
3. Both of the above methods must be completed prior to two hours before your work day begins. If you fail to do this, you must call your building principal .
4. Qualified subs are worth their weight in gold. We will be sharing their sub numbers with you throughout the year.
5. You may report an absence on-line or in Sub-Finder two weeks in advance.

It is imperative that you leave detailed plans on the Sub-Finder recorder so that your sub will be as prepared as possible. Include your schedule for the day, reporting time at each school, and any instructions you want followed.

When you return from being absent you must fill out an attendance reporting form.

The importance of written, daily lesson plans cannot be over-emphasized. We want your classes to go on as normally as possible in your absence. Videos are not always advisable or appropriate and should be used only if they fit into the curriculum of the course.

Make a substitute teacher folder and include current seating charts and procedures for each class.

## Theatre Professional Development

### Theatre In-Service Days

We are fortunate to have been allocated four half days and seven Wednesday afternoons for music department in-service this year. During the August 13 in-service we will plan the rest of the year staff development to accurately reflect the learning that you both need and want. We will be modeling our staff development on the work of Richard DuFour, and will be developing learning communities of teachers centered around subjects taught.

This year our Content Wednesday In-services will be on September 16, November 18, December 16, February 17, April 21, May 19. High school teachers report at 1:00, Middle school at 1:30, 8:30 elementary at 2:00, and 9:00 elementary at 2:30. The ending time is two hours after the report time.

Be sure to check your e-mail for specific locations for those events.

District three hour in-services will be at Schlagle HS August 12, October 21, January 13, March 12.

## **IDP/PD Points**

You may receive credit towards recertification and salary advancement for participating in and attending various approved professional functions. You must have an IDP form on file at the Professional Development Center. The PD representative for IARC is Doug Hoglund. See Jean for assistance in filling out the form.

## **Professional Leave**

All professional leave requests must be submitted to your building principal.

Buildings have monies available for staff development and may be able to help with registration, travel, and lodging expenses. Unfortunately, IARC is allocated NO money for staff development. See your building principal(s) or staff development team for the procedure to secure this financial assistance. Know that in the 2009-2010 school year travel budgets have been severely curtailed.

## **KCKPS Theater Resources**

### **SECT –**

#### **District Sound –**

Steve Butler (owner)  
Kent Elliott, our “sound” contact  
[hcaudio@aol.com](mailto:hcaudio@aol.com)  
S.E.C.T. Theatre Supplies, Inc.  
1214 W. 8<sup>th</sup> St.  
Kansas City, MO 64101  
T – 816-471-1239  
F – 816-471-7328  
... sound, light, stage, equipment rentals, and knowledge resource...

### **Have Guns Will Rent**

Jerry & Linda Vest  
1313 State Avenue  
Kansas City, KS 66102  
T – 913-321-4867  
[www.havegunswillrent.com](http://www.havegunswillrent.com)  
[havegunswillrent@yahoo.com](mailto:havegunswillrent@yahoo.com)  
...amazing collection of props, costumes, weapons, special makeup & effects,  
long-time local (though sends to national theaters as well) vendor...

### **KC Costume**

2020 Grand Boulevard  
Kansas City, MO 64108  
T – 816-221-8600  
F – 816-221-6699  
[www.kccostume.com](http://www.kccostume.com)

...amazing inventory, organized by SHOW!!, price might be an inhibiting factor...

### **A to Z Theatrical**

307 West 80th Street  
Kansas City, MO 64114-2376  
Phone: (816) 523-1655 Fax: (816) 523-1690  
Toll Free: (800) 732-8252  
[www.atoztheatrical.com](http://www.atoztheatrical.com)  
e-mail: [atoz@atoztheatrical.com](mailto:atoz@atoztheatrical.com)  
...tons of stuff, personable, fair prices...

### **YWCA of Greater Kansas City– Patrick Alexander**

e-mail: [palexander@ywca-kck.org](mailto:palexander@ywca-kck.org)  
1017 North Sixth Street  
Kansas City, KS 66101  
T – 913-371-1105 ext. 248  
F – 913-371-3251  
...special venue for performances, theater events, and community connection...

### **Unique Production T-shirts from Ceebrook Creative Concepts**

Clara Gonzalez  
6500 W. 110<sup>th</sup> Street  
Overland Park, KS 66211  
[clara@ceebrook.com](mailto:clara@ceebrook.com)  
Office T – 913-469.9100  
Toll-Free – 877-969-9100  
Fax – 913-469-9110  
...quality 'show' T-shirts, quick turn-around, usually delivers...

### **Kansas City Repertory Theatre**

[www.kcrep.com](http://www.kcrep.com)  
Education & Community  
Programs Director  
Melinda (Mindy) McCrary  
816.235.5708  
e-mail: [mccrarym@kcrep.org](mailto:mccrarym@kcrep.org)  
...fieldtrips, arts partners in-school programs, quality professional productions...

### **Coterie Theatre**

The Coterie Theatre  
2450 Grand Avenue, Suite 144  
Kansas City, MO 64108-2520  
Box Office:(816)474-6552 –Call this # for field trips  
FAX: (816)474-2225

Administrative Office: (816) 474-6785 – Call THIS # & Annette (Ext. 222) for “Reaching the Write Minds” Playwriting Seminar.  
Education Director Nancy Marcy: ext. 231 – [nmarcy@coterietheatre.org](mailto:nmarcy@coterietheatre.org)  
Project Coordinator and Class Registrar Annette Filippi: ext. 222. – for “Reaching” – [Annette@4booking.com](mailto:Annette@4booking.com) or at Coterie -- [afilippi@coterietheatre.org](mailto:afilippi@coterietheatre.org)  
... “Reaching the Write Minds” Playwriting, Fieldtrips, workshops, quality!..



## **Schools & Youth Section of Wyandotte/Leavenworth Neighborhood Section of the KCStar –**

Susan Bacon -- [pigsubacon@aol.com](mailto:pigsubacon@aol.com)  
Susan Bacon Enterprises, Inc.  
P.O. Box 12244  
Parkville, MO 64152  
(816) 746-1222  
(816) 453-9393  
fax: (816) 453-7823

...great publicity for your kids, theater in KCK, and your program...

### **Hardware:**

- Strassers True Value Hardware – S.W. Blvd. near Mission Road
  - Lowe’s – in KCK at 72<sup>nd</sup> and State or on Roe
- See the purchasing guidelines in the handbook for instructions.

### **[KCStage.com](http://KCStage.com)**

This is an online resource with monthly magazine (with performance/audition dates) for MANY Kansas City Theater Events, classes, Improv, Auditions – Membership is cheap – but if you are a Theater person you’d probably want to ‘get connected’ here anyway – get on the KCStage Announce mailing list (stay off the discussion board – just personal preference) AND send a few e-mails (following ‘Announce’ instructions) out to this ready-built ‘already interested in Theater’ list!

### **Alcott Arts Center**

L.M. Alcott Art Center Foundation  
180 S. 18th Street  
Kansas City, Ks 66102  
913 233-2787  
email: [admin@alcottartscenter.org](mailto:admin@alcottartscenter.org)

## **Kansas City Kansas Community College**

Charles Leader, Vaughn Schultz (scenic designer), Kelly Vogel (costumer)  
Theatre Department  
Dr. Charles Leader  
Phone: 913-288-7106  
Main Campus  
7250 State Avenue  
Kansas City, KS 66112  
Phone: 800-640-0352

## **Shawnee Mission Theatre in the Park**

Melissa Wyckoff  
Executive Producer  
Email: melissa.wyckoff@jocogov.org  
Phone: 913-631-7050 Ext. 445  
Stacey Kelsey  
Administrative Assistant  
Email: stacey.kelsey@jocogov.org  
Phone: 913-631-7050 Ext. 446  
Tracie Holley -- for COSTUMES  
The Theatre in the Park Coordinator  
Email: tracie.holley@jocogov.org  
Phone: 913-631-7050 Ext. 444  
Costumes STORED at WonderScope Kids Museum off of Johnson Drive –  
2<sup>nd</sup> Floor  
Volunteer with costumes – Pam Blackburn C. 913-481-5926 works at Black  
& Veatch –W. 913-458-7598... Worked with her, she's great!  
... new staff & new procedures ?, search and pick costumes (little  
organization), cheap 'rental' at \$2.50 a 'piece', costumes at Wonder Scope  
Kids Museum (2<sup>nd</sup> Floor – off of Johnson Drive), props (if rentable) at SM  
Park...

