

## Education Class Handbook

### Theatre School Online Classes

#### Contact Information

Midland Community Theatre	432-682-2544	<a href="http://www.mctmidland.org/education">www.mctmidland.org/education</a>
Judith Giebler, Theatre School Director	432-682-2544 ext. 113	<a href="mailto:judith@mctmidland.org">judith@mctmidland.org</a>
Bill Williams, Pickwick Players Director	432-682-2544 ext. 112	<a href="mailto:bill@mctmidland.org">bill@mctmidland.org</a>
Sarah Turner, Education Assistant	432-682-2544 ext. 114	<a href="mailto:education@mctmidland.org">education@mctmidland.org</a>

Facebook page [www.facebook.com/MCTEducationDepartment](https://www.facebook.com/MCTEducationDepartment)

#### Online Overview

Theatre School Online classes provide MCT's Education Department with the means to connect with students online for educational purposes. Our goal is to use theatre, literature and fine arts ideals to reinforce and build upon skills taught during on site classes.

#### General Information

Online classes will be held over Zoom and are only for students who have registered, paid for, and received login information for the Zoom meetings. To that end, please do not share Zoom meeting information with anyone.

#### Registration and Refund Policy

We fill classes on a first come first served basis and they usually fill up rather quickly. A student is considered registered when they have completed the registration form and paid tuition. A spot in class cannot be held without tuition payment. Also note, there are no refunds or transfers of tuition, so be sure you are ready to commit the time and money to our program.

#### Class Schedule

Listed below is our schedule for Fall 2020. For continued updates of classes, go to the Registration tab at [www.mctmidland.org/education](http://www.mctmidland.org/education).

#### *Theatre School*

Session 1: September 28 - October 22

Session 2: October 26 - November 19

- Mondays
  - 3:45-4:15pm K-1 Theatre School Online GROUP A
  - 4:30-5:00pm K-1 Theatre School Online GROUP B
- Tuesdays
  - 3:45-4:30pm 2-3 Theatre School Online GROUP A
  - 4:45-5:30pm 2-3 Theatre School Online GROUP B
- Thursdays
  - 3:45-4:30pm 4-6 Theatre School Online GROUP A
  - 4:45-5:30pm 4-6 Theatre School Online GROUP B

#### *Applause! Players*

Session 1: September 30 - October 21

Session 2: October 28 - November 18

- Wednesdays from 5:45-6:30pm.

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*Centerstage*

Fall 2020: September 28 - November 16

- Mondays from 5:45-6:30pm.

*NEW Creative Caravan* (Short term online pop-up classes)

Session 1: September 28 - October 8

Session 2: October 12 - October 22

Session 3: October 26 - November 5

Session 4: November 9 - November 19

- Mondays
  - 2:00-2:30pm K-1 Creative Caravan Online
- Tuesdays
  - 2:00-2:45pm 2-3 Creative Caravan Online
- Thursdays
  - 2:00-2:45pm 4-6 Creative Caravan Online

*NEW Second Saturdays* (Short term online pop-up classes)

Class #1: October 10

Class #2: November 14

Class #3: December 12

- 2:00-2:45pm 3rd-6th Second Saturdays

**Online Class Expectations and Etiquette**

- Be on time, be prepared, be respectful.
- We ask that students attend classes in a quiet room in their home to limit outside distractions.
- During performance time, we ask that the “audience” mutes themselves if not directly participating in the performance.
- PARENTS, we ask that, if possible, you are nearby to help your student if any technical difficulties arise.

**How to Set Up Your Device for Success**

- Ensure your device is fully charged and connected to WIFI. If you are having difficulties with your connection, disconnect other devices that are not being used from your WIFI network.
- Find a quiet room or space with a neutral background.
- Place your device on a stable and elevated surface. Devices should not be moved during class.
- Position yourself in the camera frame with your head near the top of your screen and part of your chest showing.
- Some class activities may require movement, so be sure there is space behind your device not only to sit in frame, but also to be seen during active times.

**What Happens If...**

- If you get disconnected from the class, return to the original email with Zoom meeting information, click the link, and rejoin the meeting. The host will let you in from the waiting room.
- If the whole meeting gets disconnected, look for an email from the host with new meeting information, then join the new meeting.

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**Online Security**

To ensure the safety of your students, we have created certain protocols that will be followed for each class. When first joining the Zoom meeting, all students will be placed in the Waiting Room until class begins. This allows us to take attendance and to remove anyone who does not belong. All cameras will be on when students are allowed in the meeting so we can immediately identify students. Once class has begun, we will lock it so that no one else may join our meeting. We will be recording all classes not only for security purposes but also to share with students who miss or are disconnected from class and to present any online showcases/performances. Recordings will only be kept temporarily.

**Absences and Late Arrivals**

Students are expected to log onto the Zoom class on time. Please inform your child's instructor in advance of any necessary absences during the session when possible. Each class builds on skills and activities from previous classes, so a student benefits more from the class if they are present for all meeting times. Because not everyone has the same bandwidth for their internet, we understand that some difficulties may arise and will take this under consideration concerning class attendance.

**Discipline Policy**

Proper etiquette and behavior is expected. Students receive a verbal warning if the online classroom rules are not respected and followed. If behavior problems persist, a parent will be contacted to determine a student's future participation.

**Further Questions**

If you do not see the answer to a question regarding our Online classes at Midland Community Theatre, contact the Education Office for more information.