

Palmetto Dramatic Association & SC International Thespians School Permission Form

Use the **ADD TEXT** button to type in your/ the school's information. You will need to add additional Add Text boxes for each line. **PRINT, Sign** and have **Signed** by your Principal. Then **SCAN** and have ready to **Upload** with the Delegate Registration due in **January**.

_____ High School agrees to participate in the 71st Annual High School Drama Festival of the Palmetto Dramatic Association, in a joint festival with the South Carolina Thespians on February 21-23, 2025, held on the Coastal Carolina University campus in Conway, SC. It is understood that participants of the festival and the school hold harmless, indemnify, and release the officers and members of the Palmetto Dramatic Association and South Carolina Thespians and the faculty, staff, student-staff of Coastal Carolina University from and against any and all claims, demands, and actions or causes of actions of any sort on account of damage to personal property, or personal injury, or death which may result from the participation of the joint festival of the Palmetto Dramatic Association and South Carolina Thespians.

Director/Sponsor (print) _____

Director/Sponsor (signature) _____ Date _____

Principal of School (print) _____

Principal (signature) _____ Date _____

I confirm that by the time of the festival, I will have received the following:

- ◆ Production rights/licensure to produce the professional one-act play and cuttings, and will have paid all royalties.
- ◆ Permission to perform all scenes in Thespy events. It is understood that such proof is, in fact, required by EdTA/ITS if an entry should advance to ITF (National competition).
- ◆ Parental Consent Form, signed by a parent or legal guardian of each delegate– to be held by the teacher and available to the officers at the festival if needed.
- ◆ Delegate Code of Conduct Contract, initialed and signed by each delegate and her/his/their parent and/or legal guardian– to be held by the teacher and available to the officers at the festival if needed.
- ◆ Signed the Teacher Decorum Contract, have my principal sign the document, and will upload it with the School Permission form.

Director/Sponsor Signature _____ Date _____

Once this document is signed, **SCAN** the document and **UPLOAD ONLINE** with the Delegate Registration due in **January**.

**PDA/SC Thespians Festival
Theatre Teacher Decorum Contract**

Purpose:

This contract outlines the expectations and responsibilities of the sponsor teacher in relation to their conduct and behavior during the annual PDA/SC Thespians Festival. Signing this contract signifies the teacher's commitment to upholding the highest standards of professionalism and integrity.

Teacher Information:

Name: _____ Position: _____
School/Institution: _____ Date: _____

Teacher Decorum Contract Terms:

1. Professional Conduct:

The teacher agrees to conduct themselves with professionalism and integrity at all times during the festival. This includes maintaining respectful in-person and online interactions with students, fellow teachers, Board members, festival officials, volunteers, venue staff/space, and all other participants for the entirety of the festival. If you would not say or do it in front of your administration, don't say or do it at the festival.

2. Representation of School:

The teacher acknowledges that they are representing their school or institution and agrees to embody and promote its value, ensuring ALL attendees' (students, chaperones, bus drivers, etc.) behavior reflects positively on the institution. The teacher and by extension all attendees are ambassadors for their school or institution and if their behavior reflects poorly on their school or institution, administration for those entities may be notified.

3. Attendee Supervision:

The teacher is responsible for and commits to ensuring ALL attendees (students, chaperones, bus drivers, etc.) from their representative school are constantly adhering to the competition rules and guidelines throughout the entire event. This includes event rounds, audience performance opportunities, as well as all event common areas. Student attendees will be supervised at all times by the sponsoring teacher or approved chaperones. They will ensure that students adhere to all competition rules and guidelines and maintain appropriate behavior throughout the event, including proper audience etiquette as well as general language, demeanor, and interaction with volunteers, staff, and other participants.

4. Adherence to Rules:

The teacher/sponsor agrees to familiarize themselves with and abide by all competition rules and regulations. It is the teacher/sponsor's responsibility to inform all individuals representing their school or institution of the rules and ensure their adherence to them. This also includes providing students with content warnings for all One-Act plays.

5. Conflict Resolution:

Should any conflicts or issues arise, the teacher will address them promptly and professionally. In this environment professional resolutions include using appropriate language, demeanor, and interactions with board members, volunteers, staff, and other participants. If the grievance dictates immediate action, the teacher will contact a PDA or SC Thespian Board Member immediately. If an appropriate resolution can not be reached, conflicting parties can file a grievance through the

PDA/Thespian board. Upon receipt of this grievance, the grievance committee consisting of members of both organizations will review the grievance and discuss further actions.

6. Emergency and/or Unforeseen Event Procedures:

The teacher will be familiar with and follow all emergency procedures and protocols provided by the festival organizers and festival venue. They will ensure that students are informed and prepared to handle any emergencies effectively. Moreover, if last minute changes are made to the festival due to unforeseen circumstances, the teacher will communicate these changes to their students, volunteers, administration, and other relevant parties.

7. Behavioral Expectations:

The teacher will set a positive example for students by demonstrating appropriate behavior, including but not limited to respectful communication, punctuality, and a collaborative attitude. This is a universal expectation in all facets of the event, including pre-event communication, all event facility areas during the event, as well as any post-event communication. Remember that while there is a competitive component to this event, this is an educational opportunity - students are learning from you how to communicate and collaborate in a professional manner.

8. Accountability:

"The teacher/sponsor understands that failure to adhere to the terms of this contract may result in disciplinary action from the Palmetto Dramatic Association and/or SC Thespians, including, but not limited to, contacting their school or institution and temporary bans from future Palmetto Dramatic Association events."

Acknowledgment and Agreement:

By signing this contract, I acknowledge that I have read and understood the terms outlined above. I agree to uphold these standards and ensure that my conduct remains exemplary during the competition.

Teacher's Signature: _____ **Date:** _____

School Administrator's Signature: _____ **Date:** _____

HOW TO SUBMIT A GRIEVANCE (NOTE: a grievance will not be accepted if the parties involved have not first tried to resolve the conflict. If the issue is student behavior, the teacher must first try to speak to the adult supervisor. If there is no adult present or the issue is not resolved, then a grievance should be filed.)

1. Complete a google form detailing the event(s).
 2. A member of the PDA Standards Board will confirm receipt of this form and will notify you of next steps.
 3. The grievance committee will meet with you and will decide whether or not the situation merits escalation to the Board.
 4. The grievance committee will present their decision to the Board(s), who will then vote on any potential consequences.
 5. The Board will notify you of their decision within 2 weeks of your original grievance submission.
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