



# 2020-2021 Company Handbook

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Dear Bridgeland Theatre Students,

Welcome to the wonderful world of URSA MAJOR THEATRICALS! I am excited that you are here and have decided to be a part of the Bridgeland High School Theatre program. You are joining a successful and award-winning organization that thrives on creating excellence in theatre while also providing enriching opportunities for students to develop and mature as leaders and their art.

This, as always, is an important year for our program. However, as your new director, and in the midst of the global pandemic, this year will seem, feel and be...well...different. Due to district, state and federal guidelines our performances may be virtual, outdoors, or even a combination of face-to-face and virtual, just like in class. Our social distancing procedures will force us to be inventive and flexible both in class, during the rehearsal process, behind the scenes and on stage. This year is hopefully not our new normal. We are determined to be positive and flexible as we are guided through the ups and downs of the year, in hopes that we will soon be pandemic free and able to operate and function theatre in a more traditional fashion. Please *bear* with us as we do our best to make theatre an enriching and enjoyable experience for all involved. We will do our best.

We have a highly talented and diverse group of returning students that are ready to take the lead of our program and move us into our future. We are excited to be welcoming many new students to our Bridgeland theatre family and community. We are extremely proud to have our second class of graduates walk across the stage this coming May.

Theatre benefits you academically, professionally, personally and socially. A powerful confidence builder, theatre is one of the best ways to develop your time management, critical thinking, speaking, researching, reading, performing, listening skills, and work ethic. This is an opportunity to stretch yourself to develop the necessary skills to be a well-rounded young adult. You will soon find out that being a part of the URSA MAJOR THEATRICALS program takes a great deal of work, creativity, time-management and passion.... all real-world skills that will last a lifetime.

I am looking forward to a year full of accomplishment in all its forms – educational, performance, production, personal and competitive. I want us to be supportive and proud of each other, to grow and laugh together, and to fully appreciate the remarkable group of dynamic individuals we have in our program. Let each of us accept the challenge to keep this program welcoming and strong.

Please review this entire handbook. It contains everything you need to know about the Bridgeland High School Theatre Department. I will expect everyone, myself included, to abide by its policies. This does not, however, replace the Bridgeland HS or Cy-Fair ISD Handbooks. This is meant as a supplement to the already established policies. Please let me know if you have any questions. Let's have an amazing year that is full of fun and creativity.

Sincerely,

Mr. Delka

## **Bridgeland HS Theatre Purpose and Mission**

The Bridgeland High School Theatre company engages, inspires, entertains, challenges and educates students and audiences with theatrical productions and projects both on stage and in the classroom. We provide a theatre arts education that promotes lifelong learning to a diverse community, and we celebrate the essential power of the theatre to illuminate our common humanity.

- We seek to achieve the highest quality of theatre education in a supportive environment, and expect excellence from the students, staff and volunteers.
- We believe in offering educational theatre experiences that are inclusive, that reflect the diversity of the community, and that have a meaningful impact on our community. We will do theatre that challenges our creative perspective and inspires and enlightens our audiences.
- We are committed to the training and support of current and future theatre artists and leaders.
- We strive to provide leadership and collaborative ensemble training and skills in theatre arts education.
- We are not a high school theatre, but a theatre in a high school. We will perform above and beyond all expectations.
- We are a Troupe, and we should always be in this for one another and for our company, never ourselves. “I got your back” is not just a phrase thrown about lightly before a show.

## **Troupe #8503 Expectations**

The Theatre Department is a place to experience, grow and develop as a young creative artist. We ask that students contribute to the creation of this environment with positive energy and commitment in the following ways:

- Come to every class/rehearsal ready to contribute and take artistic risks.
- Be imaginative and creative. Never let fear get in your way!
- Focus on your work and the work of others; always watch, observe, pay close attention-this is how you LEARN! No side conversations.
- Please inform your teachers/directors if you have any health problems, so we may adjust your participation accordingly.
- Communicate with your teachers/directors your schedule and possible conflicts (well in advance) with theatre performances and events.
- Work for yourself and your fellow students. Be an active participant in creating an ensemble. Remember that the show/performance is never about one person, it is about the company and the story being told.
- DO NOT MISS CLASS/REHEARSAL!
- Your general classroom work and your grades are VITAL to your involvement and participation in Theatre performances and events.
- Work given and participation in class projects and assignments are always assumed to be graded.
- Not showing up and effectively participating to outside events assigned by the teacher/director can affect your class grade.
- All members of the cast/class are expected to fully participate and engage in warm-ups and rehearsals.
- All members of the cast/class are expected to fully participate in fundraisers. Each student is responsible for his/her own fair share. Parents and/or students wanting to “opt out” of fundraisers need to make arrangements with the director on how you plan to contribute.

Your way of working in class and your attitude toward the work expresses your commitment to the program and to the profession. Remember that you are not in competition with anyone but yourself to improve and get stronger at your craft. In the Theatre Department, we work together and support each other because **WE ARE AN ENSEMBLE**.

These are the standard procedures in a professional training environment found in arts schools, conservatories, and theatre university programs across the nation as well as elements of the Actor’s Equity Etiquette Contract. Our goal is to stimulate creativity and to provide an environment for developing our art.

Theatre, as a collective art, requires strong discipline from an actor to achieve high standards. Strict rules shouldn't take away the joy and excitement from our work if we understand their meaning and usefulness. Constructive feedback and criticism are an integral part of the theatre process.

### **General Procedures:**

1. All theatre participants must follow all directives and meet all deadlines of the Directors, Stage Managers, and Officer Line.
2. Behavior and image are two important factors for theatre students because people in theatre are continuously on display. Students should not take part in any action or continuously engage in any activity that could be perceived as diminishing the integrity of URSA Major Theatrics at Bridgeland High School or in the public eye including representing themselves or UMT in an unfavorable, questionable or illegal manner through social media. Doing so will result in disciplinary actions determined by directors and/or appropriate school officials, including probation or dismissal from the organization/cast.
3. Do not come down to the theatre from another class unless called for by the director.
4. All theatre students should check the callboard **daily** for crew, casting, or general departmental announcements. Negligence in reading the callboard is no excuse for missing an assignment or rehearsal. An effort will be made to post all announcements through REMIND 101 and other departmental social media.
5. The offices of the directors are designated for teachers and teacher appointed students who are performing their duties. No students should use these areas to congregate or "hang out".
6. Equipment should only be used with permission from a Director. All equipment used in the course of a day's work *should be returned to its appropriate place when the work is completed.*
7. Theatre students are expected to work collaboratively with each other. Never should the words, "That's not my job," be uttered from anyone's mouth. All of it is your job. This is theatre and students should be willing to help with *anything* in an effort to accomplish the goal at hand.

### **Theatre Rules:**

- Food or drink may not be brought into the auditorium or anywhere in the Theatre areas unless otherwise specified by a Director. That includes the dressing rooms.
  - Not in the auditorium house, or onstage or wings unless used in the course of the performance.
  - Snacks *MAY* be consumed in the black box as long as it does not cause distraction or leave a mess. Bridgeland has mice...and food, crumbs and/or trash will attract the unwanted critters.
  - Any drinks must be in a resealable bottle.
  - Snacks may not contain nuts in any form.
- Please don't touch the curtains.

### **Keys & Locks**

- *Only Officers/SMs will be temporarily entrusted with keys to unlock and lock theatre spaces.*
- *Make sure you have all materials collected before leaving- Directors will not be going back to open it for you.*

### **The Lofts, Catwalk, and Costume Shop & Theatre Storage Areas**

1. The lofts, catwalk, and costume shop are not playgrounds, nor are they places to casually "hang out" and will remain locked unless in use.
2. The costume loft and shop are not to be used as your own personal closet. Nothing should be used or borrowed without permission from a director.
3. Fly rails are important pieces of equipment that should only be handled by the fly technician or someone they have helping them. Never mess with them unless you're supposed to touch them.
4. Put things back where you found them. If you are found touching a prop, costume, or item that does not belong to you, there will be consequences.

### **Dressing Room Rules:**

1. Food or drink, with the exception of reusable water bottles with sealed caps, is **prohibited** in the dressing rooms. Plan ahead and make sure you have time to eat before rehearsal and performances.
2. No eating in costumes – period.
3. Only cast members or specified crew members are permitted in the dressing room two hours prior to every performance. No visitors, friends, parents, siblings, etc. are allowed in the dressing rooms at any time.
4. Departmental make-up and hygienic supplies are to be used only by the performers.

5. Each actor is assigned his/her own make-up station and is responsible for cleaning it after each rehearsal and performance.
6. Lids must be placed on their respective containers when finished.
7. Once prepared for a performance, all actors may wait in the dressing room or where "circle" is being held.
8. Costumes WILL BE treated with care. Actors must hang up all costume pieces exactly as they found them. Items worn as costumes never leave the theatre building during the dress rehearsal and performance period, except when taken for cleaning and/or repairs, and only when approved by the Director.
9. The performer never takes any part of their costume home, even if it is their property, until strike.
10. Bathrooms in dressing rooms should be kept sanitary and hygienic. Any maintenance or sanitation issues should be brought to a Director's attention.
11. Light bulbs must be free and clear from any and all obstructive items.
12. Personal items should be stored in the bins at your station.
13. All personal items must be removed from dressing rooms and taken home after strike.
14. Inappropriate language such as swearing and gossiping in the dressing rooms is prohibited and will not be tolerated.
15. Dressing rooms are to be clean and spotless after all rehearsals and performances. Should the dressing room be found unacceptable, consequences will follow, and could include the privilege to use the dressing room being revoked for a time deemed appropriate by a Director/Stage Manager.
16. Dressing rooms will remain locked during the school day. They will only be used during rehearsal and/or performance purposes. Please see a Director if you need access to a dressing room during the day.

### **Auditioning Procedures:**

1. Once a student has been cast in a role, they may not turn that part down. If this is done, the student will be **ineligible** for casting in the next UMT production.
2. Students who have failed a Theatre course in the previous 9 weeks are ineligible for casting.
3. All schedule conflicts should be reported on the audition form, too many conflicts may result in not being cast. ***You must be specific about what and when a conflict occurs. Generalized conflicts without specific dates and times may result in your not being cast.***
4. Once the cast list is posted, it is considered inappropriate and unprofessional to inform others of their parts. It is also unprofessional to stand around the callboard once you have already read the cast list.
5. If you do not get cast in a role that you desire, learn to accept the loss with grace. Verbal attacks or gossip serve no constructive purpose. Instead, ask for a critique from the director, and spend your energies on improving your auditioning skills for the next production. Please revisit number two under General Procedures.
6. Auditions will be run as the director chooses and auditioners are expected to follow all logistical requests, no matter how different it may be from another director.

### **Rehearsal and Performance Attendance:**

1. Students must be eligible to perform in a production. If an individual is deemed ineligible, they will be replaced, and returning to the production will be determined by eligibility rules and Director approval.
2. Students must report ALL conflicts as much in advance as possible and must include them on their audition sheet if at all possible. Any missed rehearsals without prior approval from the show's Director (at least a week in advance) will be considered unexcused. **More than 3 unexcused absences will result in REMOVAL from the show.** Understudies will be assigned to each production and will receive the role after your third unexcused absence.
3. Students should sign in at the beginning of each rehearsal per the Stage Manager's procedure. If you are not signed in, we will consider you absent/late. Three tardies will be considered one unexcused absence.
4. Students should always arrive at least 10 minutes before the rehearsal is scheduled to begin in order to set props, dress in rehearsal attire, and warm-up vocally and physically, so that the rehearsal can begin on time.
5. Students may not leave rehearsal or performances early without the Director's permission.
6. Students are expected to communicate any attendance issues to the Stage Managers **once approved by the Director.**
7. Actors must be present at all rehearsals for which they are called.
8. Attendance at all mandatory rehearsals is required. Only extremely serious matters that are approved by the Director are sufficient excuses to miss mandatory rehearsals, such as technical and dress rehearsals. If such an emergency arises, notification should be given to the Director for approval as soon as the student is aware that they cannot meet this commitment.
9. **If you are going to be more than 10 minutes late to a rehearsal or a performance call, you must notify the Stage Management in advance. This will not excuse the tardy. It is a procedure required as a courtesy and for your personal welfare.**
10. Excessive absences may affect the individual's ability to earn Thespian credit for the show.

## **Actor Rehearsal and Performance Procedures:**

1. Silence **MUST** be maintained backstage during rehearsals and performances at all times.
2. Actors must follow all instructions by the Directors and Stage Managers, and cooperate with other actors, technicians, and participants in the production.
3. If a Director is not actively working with you, that does not mean you are simply free to do as you wish. If you can, think through scenes, come up with new choices, or work with the other actors in your scene to improve it. Work to make the rehearsal process more efficient, never work against it by being disruptive or distracting.
4. Actors should dress appropriately and modestly for rehearsal. Clothing and shoes should not impede movement. Appropriate shoes must be worn to every rehearsal. Rehearsal clothing may be neatly stored in the lockers – speak with a director about this first. Actors may be asked to leave rehearsal if not dressed appropriately, thus resulting in an unexcused absence.
5. Actors are responsible for scripts (and scores if applicable) at all times and must have these and pencils with them at every rehearsal. Failure to return a script or score when necessary may result in fines.
6. All company members must maintain a quiet, professional attitude at all times. Talking during rehearsal will not be tolerated and will result in removal from rehearsal, thus resulting in an unexcused absence. Excessive and ongoing talking is rude and inconsiderate and will be dealt with at the Director's discretion.
7. Props are to be used only in the given action of a play. Actors pick up all props from the assigned prop areas and return them as directed. No props are to be played with or removed from the stage area. No actor should touch a prop that does not belong to them.
8. Set pieces should not be moved, played with, touched, or sat upon except in the given action of the play.
9. The actor must cooperate with the Director in the overall "look" of the character. Hairstyles will be dictated by the character, period of the play, and design concept.
10. Personal issues should be dealt with outside of the performing and rehearsing times.
11. Actors should be in designated areas at all times at all rehearsals and performances.
12. All actors and technicians are required to take notes on a notepad - *no cell phones or tablets are allowed*.
13. Notes are only given and should be received from a Director, Stage Manager, or other Director approved personnel. Furthermore, when a Director is giving a note, this is the chance to absorb the information, mull it over, and if still confused the next day, get back to us. In the interest of time, for notes, just write it down and move on.
14. All actors and technicians are required to bring their own note pad for notetaking.
15. No cell phones are permitted during ANY rehearsals or performances and are not allowed on stage or backstage. Stage Managers will take them up at the start of rehearsal for safe storage.
16. Any student who is not directly connected to the production through the audition, casting, and technical assignment process shall not be allowed in the rehearsal or backstage.
17. All actors are responsible for assisting with the post-show strike.

## **Technical Personnel: Crew and Performance Procedures:**

1. The technical crew is responsible for the same rehearsal and performance procedures and expectations as the actors for all rehearsals and crew for which they are called.
2. Crew members must follow all orders by the Directors and Stage Managers and cooperate with the actors, other technicians, and participants in the production.
3. Stage Managers and Crew Heads should be treated with the same respect as a Director.
4. All schedule conflicts, including specific dates and times, should be reported to the Director and Stage Manager.
5. Technical members are required to attend all appropriate crew calls.
6. Backstage behavior **MUST** be professional and silent at all times.
7. The traveler lines are the curtains that open and close left and right across the stage by pulling of a rope. These curtains should only be operated after the curtain is clear of obstructions. They should be pulled at an even and consistent speed with a hand over hand method and should not be jerked.
8. In order to receive Thespian points/Letterman recognition, you must be involved with the production from beginning to end.
9. All furniture and scenery must be carried or rolled on the painted stage floor; no dragging or sliding. All furniture must be put in the proper place at the end of rehearsal or performance.
10. Only technical personnel approved by a Director are permitted in the control booth, on the catwalk, or the scene shop.
11. Only trained and approved personnel are permitted to operate the light and sound boards.
12. Only technical personnel approved by a Director may be on headset. The conversation must be **professional** and **limited** to things directly pertaining to the technical aspects of the performance.
13. All microphones and headsets must be properly put up in the designated area at the end of each rehearsal and performance, and only handled by designated sound technician.

14. Make-up and costume crews are the only crew members permitted in the dressing rooms during the dress rehearsal and performance process. They must be performing official make-up and costume duties during specific crew times as specified by a Director or crew foreman.
15. Student technicians are responsible for the proper use of all equipment.
16. Horseplay or improper use of tools is not permitted.
17. Only trained and approved personnel are permitted to use power tools.
18. Dismantling or playing with broomsticks or paint sticks is not permitted.
19. Wasting of supplies is not permitted.
20. Any tool/utensil used must be properly cleaned and put back in its proper place.
21. Crew will not be dismissed until all tools and equipment have been accounted for and returned to their proper place, and the work area is clean with Technical Director approval.
22. Painting sets, props, costumes should always be done with care. ALWAYS use a drop under your painting projects as well as protective paint clothes. DO NOT paint or spray directly onto an item without something protecting the floor. This goes for both indoor and outdoor. We do not want our concrete walking paths to look like a graffiti war zone.

### **Expectations for Understudies/Alternates:**

1. Understudies/UIIL alternates are expected to be prepared to perform their roles at an equivalent level to those whom they are assigned to understudy.
2. In the event of a re-casting situation, an understudy would be considered for but not guaranteed a role; however, that role will be defined by the Director.
3. All understudies/UIIL alternates are called for every rehearsal/performance for which that part is called.
4. Understudies/UIIL alternates should be very familiar with the production and be ready and willing to step in at any time.
5. Every person in the production needs to be aware of the script and be able to mark another part.
6. The understudy's focus should be onstage at all times, especially when their character is performing.

### **Performance Etiquette:**

1. "Breaking Curtain" (peeking out) before the show, during the show, or at intermission is considered extremely bad etiquette and is not permitted.
2. Leaving school campus during a performance is not permitted.
3. The lobby in front of the auditorium is referred to as the "Reception Hall". It serves as the place where congratulations, hugs, gifts, and flowers can be exchanged after the performance. This is the most appropriate place for the cast and crew members to greet audience members. All audience members will be asked to wait in that area to greet cast members so that the tech crew can lock up the auditorium. The cast may not greet audience members in the auditorium for any reason.

### **General Rules**

1. Any form of graffiti in and around the Fine Arts Department will not be tolerated.
2. Eating and/or drinking in costume is ***strictly*** forbidden, except for water.
3. All production participants should be prepared to perform assigned role/duties at rehearsals, crews, and performances.
4. Trash left around the Theatre area will not be tolerated. Please clean up after yourself.
5. Students are to be responsible for designated dressing room areas and must keep these clean and neat.
6. Costumes, clothing articles, accessories, make-up and props are not to be used unless designated/assigned to you by a director or designer. Students are required to wear assigned costumes.
7. After a scene is blocked, actors have ***one*** rehearsal when they may use their script onstage. During the two subsequent rehearsals, actors are permitted to call for a line when needed. Lines must be memorized as written at the following rehearsals or the actor is subject to disciplinary actions.
8. With the exception of cast, crew, Directors, and Director approved parents fulfilling their duties, absolutely no one should be backstage (dressing rooms, scene shop, etc.) during Dress Rehearsals and Performances.
9. All students involved in production must participate in strike.
10. Students who miss strike will be required to make up triple the time of strike they missed. If a student misses strike due to a pre-approved school sponsored event, they are only required to make up the time of strike missed.
11. Any outstanding debts (fees, fines, scripts, strike hours) will render students unable to participate in any subsequent performances.
12. UMT offers opportunities for the students to leave the campus during rehearsals or other activities for scheduled breaks, in which case UMT will not be held responsible. Each student should get permission from their parents to ride/drive other students if that is their choice.

13. Inappropriate public displays of affection are not allowed and will not be tolerated at rehearsals, back stage, or at any UMT sponsored events.

### **Procedures and Expectations of Ushers and House Staff:**

1. All House Staff and ushers are to obey the House Manager at all times (as they would the Director).
2. The House staff and house crew must help set up the lobby and prepare programs before the opening of the house. When not fulfilling an Usher duty, all Ushers should stay in the auditorium until the opening of the House.
3. Ushers are to hand out programs, solve problems, handle emergencies, and answer any questions that may be asked by the audience.
4. At the end of each performance, the House Staff must clean up the house and lobby and return all equipment, including signs, tables, chairs and programs to their appropriate places before they are dismissed.
5. All House staff must be dressed professionally – white dress shirt and black dress pants or skirt - and in compliance with the CFISD dress code. You are the first impression of the department and must dress the part.
6. During the course of the show, the ushers and House Staff are to remain in the auditorium in their designated areas. They are not to leave or go backstage (unless otherwise told to do so by the House Manager or a Director).
7. Ushers and House Staff are not allowed in the dressing rooms during the performance process.
8. Ushers are to enforce all rules stated in the Theatre Rules section of this document.
9. In the event of a disrespectful, unruly, or inappropriate audience member, the Usher is expected to remain respectful at all times. If the problem cannot be solved, alert a House Manager, Director, or School Administrator (in that order) if additional help is necessary.
10. All House Staff members must be professional, respectful, courteous, and helpful to all audience members at all times. Any disrespect to a patron or the House Manager can result in disciplinary consequences.

### **Travel Guidelines:**

1. Students must maintain eligibility during the school year in order to travel with UMT. If eligibility is lost, refund is not given.
2. All CFISD, sponsoring organization, Travel Company, hotel, and transportation rules are enforced on trips. Any serious infraction will result in immediate dismissal with the parents logistically and financially responsible for the student's immediate return.
3. ***You are only allotted 10 field trip dates per school year. You have to be mindful of this ESPECIALLY if you intend to participate in UIL One Act Play.***

## **School Travel**

Students who have the opportunity to travel in connection with the Cy-Fair ISD extracurricular events are representatives of the district and must exhibit exemplary behavior at all times. Students who dress or act inappropriately while traveling to or from a Cy-Fair ISD activity may be suspended or removed from the scheduled event and/or extra-curricular program.

All students who participate in school-sponsored trips are required to ride in transportation provided by Cy-Fair ISD to and from the event. An individual exception may be made due to extenuating circumstances if the student's parent or guardian request is approved by the extracurricular sponsor and the Cy-Fair ISD Parent Permission Travel Form is approved by the campus principal. Requests for Transportation Exceptions must be made and approved no later than 24 hours before the scheduled event.

Students are not allowed to drive themselves to in-district or out-of-district school-sponsored events. Students involved in travel shall:

- Be on time for all trips;
- Dress neatly and in compliance with the district's dress and grooming policy;
- Be on their best behavior in restaurants and hotels;
- Care for any equipment assigned to the coach and return it to the proper storage location upon return to the school;
- Be on their best behavior while on the bus or other vehicle;
- Promptly obey all instructions given by either the sponsor(s) and school-approved adult chaperones.
- Follow the Cy-Fair ISD "Rules of the Road" for all overnight trips.

**THESE GUIDELINES ARE TO BE REVIEWED WITH STUDENTS AND PARENTS PRIOR TO ANY OVERNIGHT TRAVEL. CAMPUSES AND ORGANIZATIONS MAY IMPOSE ADDITIONAL GUIDELINES, AS APPROPRIATE TO THE TRIP.**

1. No male may be inside a female's hotel room at any time for any reason. No female may be inside a male's hotel room at any time for any reason. Students may not switch their assigned hotel room without prior approval of the trip sponsor. If caught, consequences may be assigned depending on the situation, up to and including immediate removal from the trip and being returned home at parents' expense.
2. Once "Lights Out" is declared, every student must be in his/her assigned hotel room with the door closed and lights out.
3. Sponsors will conduct room/door checks throughout the night, to assure that students remain in their rooms.
4. Sponsors will establish a meeting location for students, in the event of a fire alarm at the hotel. Sponsors will assure that all students have evacuated appropriately and will then meet the students at the prearranged location, where roll will again be taken to confirm that all are present.
5. All students must participate in all activities set forth by sponsors. No student may deviate from the itinerary; all students must be on time for all scheduled meetings, events, and activities. All decisions about the trip will be made by sponsors. Students must be in groups of at least 2 or 3 at all times. This includes when going to the restroom. No one student is ever allowed to be by himself/herself at any time. Students who do not remain with the group or who are not in the correct areas, as reflected on the itinerary, including in their hotel room after lights out, will receive consequences on the trip and may be sent home at the expense of the parent/s.
6. Any student caught shoplifting or breaking the law; caught with any illegal item or substance, including but not limited to weapons, alcohol, drugs, or tobacco may be sent home at the expense of the parent/s and may be arrested, in accordance with provisions of the law. Upon arrival at school, the student will face disciplinary consequences set forth by the campus administration and the Student Code of Conduct.
7. Students are to be on their best behavior at all times, as they are representing their campus and Cy-Fair ISD. All disciplinary issues will be handled by trip sponsor(s) only. Sponsors will report all serious infractions immediately to the appropriate campus and/or district administrator, per the campus' protocol. Severe disruptions may result in the student's removal from the trip and return home, at the parents' expense.
8. Students are to immediately notify their sponsor if they become aware that another student has violated a safety rule or Rule of the Road. Failure to do so may result in disciplinary consequences for the student who remained silent.
9. Disrespect will not be tolerated. Any disrespect toward chaperones, sponsors or others, including other schools, may result in disciplinary consequences on the trip as well as consequences upon arrival at school. Students are to be respectful of other hotel guests. There is to be no loud music, running in the halls, prank calling to other rooms, or disruptive behavior of any kind.
10. No one is to use the hotel room phone to make out-of-hotel phone calls. No movies and no room service may be ordered. No items may be taken from the hotel, to include hotel towels, robes, remotes, pillows, linens and the like.
11. Everyone is to maintain a positive attitude at all times. If things run late, something goes wrong, etc. everyone is to deal with all situations calmly. Any negative attitudes may prevent the entire group from participating in scheduled events. No emotional outbursts from students, including arguments, will be tolerated.
12. Students must bring enough money for expenses, as set forth by sponsors and dress appropriately for each day's activities and weather.
13. Parents may travel to the team/group/club's destination but must do so on their own accord, not as a chaperone. Exceptions must be preapproved by campus administration. Parents traveling as chaperones for the trip must be officially cleared as volunteers by Cy-Fair ISD prior to preapproval by campus administration.
14. A parent or relative may not remove their student from assigned activities set forth by the sponsor. The group must travel as a group. If a parent insists on pulling their student away from the group, the parent forfeits their student's spot on the team/group and will assume all financial responsibility for their student from that point forward. This includes remaining lodging, meals, airfare/bus/transportation, etc.

15. Other than health or safety issues, parents may not address the trip sponsor with any concerns dealing their child during the trip and must wait until return to school.

### **Transportation:**

1. Travelers should respect the rules of the vehicle driver and be courteous at all times.
2. Voices should be kept at an appropriate level for the vehicle.
3. If you are ever away from a chaperone or director when we are traveling, you must be with at least 2 other people from our troupe.
4. Any student leaving the designated campus we are visiting must be accompanied by a director or a chaperone.
5. Upon returning from a trip, be sure you've made proper arrangements for a ride home.

### **Hotels (Overnight Accommodations):**

1. Students shall respect the curfew given by sponsors and/or hotel policy.
2. Rooms shall be kept clean and neat for the duration of the trip.
3. Be respectful of roommates and fellow guests of the hotel.
4. Voices should be kept at an appropriately low level in common areas of the hotel.
5. Students should be prepared to be flexible and plan ahead for showers, dressing, etc. as permitted.
6. Students are charged for any bills credited to their room.

### **Thespian Membership and Point Policy:**

1. To be eligible to become an Official Thespian, ten points (in multiple categories i.e.; business, acting, or technical) are required. To become an Official Thespian, you must pay dues for International Thespian Society, and be initiated at the Drama Banquet.
2. Points are assigned in a manner based on the intention of the International Thespian Society Points Policy, which states that one point is equivalent to ten hours of work. However, they will be adjusted and fairly distributed on a case-by-case basis.
3. All hours for strike must be completed before any points will be awarded for that show.
4. Any outstanding fees will result in no points being awarded until fees are paid.
5. Seeing or viewing a show is 1/4- 1/2 point. These points are miscellaneous. Ticket stub or program must be turned in to receive points.
6. To be eligible for Thespian status, a drama club member may not have over two unexcused absences.

### **Letter jackets**

Letter jackets are EARNED by students who meet the following criteria:

1. Have earned at least two credits in theatre classes at school
2. Have participated fully in four mainstage productions in an acting, technical, or directorial role
3. Participated in UIL One-Act Play, UIL Theatrical Design, UIL Young Filmmakers Contest, Educational Theatre Association, or another advisor approved competition.
4. Earned ten points from participation in the above activities in accordance with the guidelines posted to the Bridgeland HS Theatre website

### **Infractions and Consequences**

The goal of UMT is to provide a quality experience in all areas of theatre education. All students involved are expected to follow all rules and procedures outlined by the Handbook, without exception. In the event of a violation of the rules, the Directors will determine the appropriate measures of discipline. These rules are in place to ensure the safety and success of all students involved in the program.

# International Thespian Society Point Structure

Category	Position/work done	One Act	Full Length	Category	Position/work done	One Act	Full Length	
<b>Acting</b>	Major role	4	8	<b>Directing</b>	Director	4	8	
	Minor role	3	5		Assistant director	3	6	
	Walk-on	1	2		Vocal director	3	6	
	Chorus	1	3		Video producer/director	3	4	
	Dancer	1	3		Assistant vocal director	2	5	
	Understudy	1	2		Orchestra or band director	3	6	
<b>Production</b>	Stage manager	4	8		Assistant orchestra or band director	2	5	
	Stage crew	2	4		Choreographer	4	7	
	Lighting technician	3	6		Assistant choreographer	3	5	
	Lighting crew	2	3		<b>Writing</b>	Original play (produced)	5	8
	Set designer	4	5			Original radio script (produced)	4	6
	Set construction crew	3	5			Original TV script (produced)	4	6
	Costumer	3	6	Original play (unproduced)		1	2	
	Costume crew	2	5	Original radio script (unproduced)		.5	1.5	
	Properties manager	3	5	Original TV script (unproduced)		.5	1.5	
	Properties crew	2	3	<b>Miscellaneous</b>	Oral interpretation		2	
	Sound technician	3	5		Duet acting scenes		2	
	Sound crew	2	3		Participation in theatre festival or contest		3	
	Video editor	1.5	2		Attending theatre festival		1/day	
	Video crew	1.5	3		Assembly program		1	
Makeup manager	3	5	<b>Advocacy</b>	Participation in advocacy event		1/day		
Rehearsal prompter	2	4		Local advocacy work		.1/hour		
Pianist	3	6		<b>Officers</b>	President		6	
Musicians	2	3	Vice president, treasurer, or web editor			4		
<b>Business</b>	Business manager	4	6		Secretary/clerk		5	
	Business crew	2	4		International Thespian Officer (ITO)		10	
	Publicity manager	3	5		State Thespian Officer (STO)		8	
	Publicity crew	2	3		<b>Audience</b>	Troupe directors may award points at the hourly rate for attending productions, or they may award .5 point for attending <i>and</i> writing a critique or report reflecting the educational value of the experience.		
	Ticket manager	2	4					
	Ticket crew	1	3					
	House manager	2	4					
	House crew	1	2					
	Ushers	1	2					
	Programs	1	3					
Program crew	1	2						

URSA Major Theatrics will honor the following achievements in ITS:

10 Points	Thespian
60 Points	Honor Thespian
120 Points	National Honor Thespian
180 Points	International Honor Thespian

## URSA Major Drama Club

### General Rules and Procedures

1. Do not be disruptive at meetings or events associated with URSA Major.
  - a. At meetings, pay attention when information is being shared, and do not distract fellow drama club members. The less distracted people are, the quicker the informational meetings can be completed.
  - b. At events, you are a representation of UMDC, and should hold yourself to the highest standard. Be kind, be helpful, and maintain a professional appearance and attitude.
2. You are expected to be in the Remind and stay up to date with the information the Officer Line provides. They are available to help you, but there are many other members of the Drama Club, and the better you handle and manage the information you are given, and ensure you do your best to stay up to date with said information.

3. Be kind to your fellow Drama Club members. If you are a disruption that negatively impacts those around you or are more discreetly partaking in bullying or mean behavior, the department director will be informed and a conversation about the behavior will occur. If it continues, the department director will be informed and will have a conversation with the student's parent/guardian. If it *still* continues, roles and Thespian membership *may* be revoked. .
4. Be proactive and take initiative. If you are given a job, or don't have responsibilities, then you should analyze the situation around you, and help those who may need it.
5. Be involved. You are not required to go to volunteering and events, but if everyone else is involved, and you are not, there is likely something wrong. Our community is only as strong as our weakest link.
6. In order for an individual to qualify for Thespian membership, they **MUST** be an official member of URSA Major Drama Club

### **Attendance:**

1. All troupe members and hopeful troupe members are expected to be present at drama club meetings.
2. If a member anticipates an absence to a meeting, he/she may fill out the Google Form posted on the callboard. An officer will determine whether or not the absence is considered excused or unexcused
  - A. Excused absences may include, but are not limited to:
    - i. Mandatory practice for another extracurricular
    - ii. A doctor's appointment/illness
    - iii. Tutoring/testing after school
  - B. Unexcused absences may include, but are not limited to:
    - i. Didn't want to come
    - ii. Had to take people home from school
    - iii. Forgot about the meeting

### **Fees**

1. Failure to pay club fees will result in being denied a t-shirt, being in the club photograph, and Drama Club membership
2. A member of drama club will not be considered for Thespian Society membership until all fines and fees have been paid.
3. In order for a member of Drama Club to be considered for Thespian of the month, all fines and fees must be cleared.

### **Merit/Demerit System**

1. The purpose of the merit/demerit system is to give an outline of the potential rewards and consequences that can come from certain actions relating to behavior or attitude as is ordained by the directors or other persons of power.
  - a. The merits or demerits assigned are determined by either Directors (rehearsals/class) or Officers (Drama Club events and meetings).
  - b. Demerits not specifically written in the handbook can still be assigned as the Directors see fit.
  - c. Merits may be earned for actions not specifically mentioned in the handbook as the Directors or Officer Line sees fit.
2. This system only applies to official URSA Major Drama Club members, members of the Thespian Troupes, and members of productions

### **Demerits:**

The following scale will be used as a way to measure and assess department members who have accumulated a number of demerits.

**1 Demerit - Warning:** You are notified about receiving a demerit, and receive a written warning. **IMPORTANT:** You will be notified every time you receive a demerit, but you will only receive a warning the first time.

**3 Demerits - Probation:** You are put under supervision of the Parliamentarian, who from there will give you bi-weekly jobs that you must check back in with them about. By their discretion, they may also check in with your teachers/directors as they see fit. Teachers must sign a form to confirm adequate behavior. Any demerits earned during the probationary period will extend the probation.

**6 Demerits - Suspension of Drama Club and Thespians Membership:** Your Drama Club and Thespian membership is suspended, meaning you cannot come to Drama Club events such as parties or socials, and you can't earn Thespian points while suspended.

9 Demerits - Dismissal from Troupe: You lose the right to audition or tech in any shows next semester. By your Director's discretion, you are also dismissed from your current productions. You lose full membership of Drama Club, and your Thespians membership is revoked until next season, and must be reinstated.

Merits:

Merits will be used for two key purposes: to remove demerits and to determine rewards. The conversion ratio of merits to demerits will be 3:1, meaning that every 3 merits will result in one demerit being removed.

Ways to Earn Merits and Demerits

<b>Merits</b>	<b>Temporary Demerits</b>
2 hours of volunteering at a drama club event (cumulative)	Leaving dressing room dirty
Cleaning dressing room	Disruptive behavior during rehearsals and/or UMDC meetings and events
Assisting in a show rehearsal, aside from your own	Negatively representing the department in public (including PDA, excessive cursing, and poor sportsmanship)
Only A and B grading period averages	Exceeding the given amount of unexcused absences at Drama Club meeting
All As grading period averages (2 merits)	Eating in the auditorium
Officer/director recognition	Leaving rehearsal/meeting early WITHOUT director/officer discretion
Attending other school's shows	Using cell phones
	Not signing in
	Poor attitude
	Social media infractions that poorly represent the troupe or a troupe member
	Disrespectful behavior

Permanent Demerits

Assignment to DMC or ALC
Teacher complaint
Skipping class/school
Unexcused absence from a performance
Receiving at least three failing grades on a report card
Behavior detrimental to the department

## **Officer Line Rules and Regulations\***

This is subject to change throughout the year per the Director(s), on an as needs basis.

### **President:**

- Help everyone with everything
- Spearhead goal achievement and troupe activity
- Lead & plan meetings
- Voice of directors

### **Vice President:**

- Correspond with Booster Club
- Oversee cleanliness of facilities
- Maintain whiteboard calendar
- Delegate when President cannot
- Lead club if the President role becomes vacant

### **Secretary:**

- Oversee club attendance
- Track troupe activity
- Track Thespian point records
- Voice financial needs to Booster Club
- Address small-scale financial happenings (such as dues/fees reminders)

### **Events Coordinator**

- Be a mediator to troupe disputes
- Work and/or go with the President to speak with local businesses and establishments in our troupe web
- Organize troupe activities such as:
  - Auditions, Socials, School Events, Community Events, Banquet, etc.
- Delegate communication with the community in the form of marketing for specialized community events
- Assume the role of Vice-President if it becomes vacant

### **Social Media Chair:**

- Maintain active troupe social media accounts such as:
  - Twitter, YouTube, Instagram etc.
- Compile and organize photos from shows and other troupe activities

### **Productions Coordinator:**

- Work with technical leaders in shows to coordinate facilities such as:
  - Prop room, Costume Closets, Light booth
- Coordinate costume fittings
- Usher liaison
- Strike Coordinator

### **Officer Code of Conduct:**

1. You are expected to follow all Drama Club rules, especially considering you are a pillar of the Thespian Troupe, Drama Club, and theatre department.
2. Officer-exclusive demerits may be presented to an officer who breaks the code of conduct. These include, but are *not* limited to:
  - Unexcused absence to a Drama Club meeting
  - Unexcused absence to an Officer meeting
3. A member of the officer line must go to at least one volunteering event per month or help organize the monthly social.

### **Guidelines for Officer Removal:**

The first step is that the movement to begin the dismissal process must pass through a simple majority (50% or more) Officer Line vote to begin the dismissal process. The Officer Line must prepare a case for why the Officer-in-Question should be dismissed. It must be a genuine case grounded in case experiences and evidence. They should be prepared to present numerous exhibits of circumstances in which the Officer-in-Question failed to uphold their duties or broke the code of conduct. They will present this case before the Director(s), who will have the final verdict on the fate of the Officer.

The Directors are not required nor obligated to share the reasoning behind the verdict, dismissal or not, to the Officer Line, the Officer-in-Question, or Drama Club. This is not to say they can't, or they won't, but they do not have to.

If the verdict is that the Officer is not dismissed:

1. The Directors/Officer Line should examine the problems that brought the disciplinary review into question and plan a path forward to resolving the problems.
2. While the Officer-in-Question is not dismissed, they are still expected to work to fix any problems there were and continue performing their duties. If they continue to have issues or begin to have more problems in the wake of the review, they can still be subject to another hearing.

If the verdict is that the Officer is dismissed:

1. Directors will inform the Officer that they are being dismissed.
2. The Officer Line is expected to handle the process of dismissal with maturity and poise.
3. The Officer being dismissed should leave their office and their role in the state for someone else to take their office.

If An Office Is Vacated For Any Reason:

1. The Directors and the Officer Line will announce a special election process for the Office and put out applications for any incumbent hopeful.
2. After the application process, if needed, the candidate pool will be narrowed, and the potential best fits will be called in for an interview with either a Director or the Officer Line.
3. After the interview process, assuming no further screening is needed, the new Officer will be chosen and will fill the vacant role, with all the resources left by their predecessor.
4. After their election, the incumbent Officer will have a week-long grace period during which they will officially receive the role and their predecessor will guide them on their first steps. This applies to any vacancy, even dismissal.

## Social Media

Everything posted on social media is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if security settings are listed as “private”. Information (including pictures, videos, likes, dislikes, emojis and comments) may be accessible even after removed. Once a photo or comment on a social networking site has been posted, that photo or comment becomes the property of the site and may be searchable even after being removed.

Similar to comments made in person, CFISD will not tolerate disrespectful comments and behavior online, such as:

- Derogatory language or remarks that may harm other teammates or coaches; other CFISD students, teachers, or coaches; and students, coaches, or representatives of other schools, including comments that may disrespect opponents.
- Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

All students are expected to adhere to the District's Discipline Management Plan and Student Code of Conduct. However, sponsors, directors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District's Discipline Management Plan and Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. A student may be removed from participation in extracurricular activities or may be excluded from school honor and leadership organizations for violation of organizational standards of conduct of an extracurricular activity or for violation of the Discipline Management Plan and Student Code of Conduct. Higher standards of conduct are expected of students representing the District's extracurricular activities which are considered a privilege. Students may be asked to sign a written contract agreeing to adhere to a higher standard of conduct as outlined by each extra-curricular program.

# Social Electronic Media Behavior Standard

Any student member of an extracurricular organization representing themselves, or their organization, in an unfavorable, questionable or illegal manner through social electronic media (i.e. Twitter, Instagram, Facebook, websites, blogs, text messages, chat rooms, etc.) communication devices in such a way as to bring discredit, dishonor, or disgrace on their organization or members of any other school organization will be subject to the disciplinary actions determined by appropriate school personnel including organization coaches and directors. Social electronic media violations can result in removal from the extra-curricular organization through the end of the current semester. A second violation can result in removal from the extra-curricular organization.

## Activity Fees

**CLASS FEES:** Each Bridgeland HS student enrolled in a Theatre and/or Technical Theatre class is responsible for a **\$56 activity fee**. This fee is used to support several classroom assignments and projects. The fee also provides student copies of scripts and a Theatre T-shirt for each student enrolled in the program. Please use the **SCHOOL CASH ONLINE SYSTEM** to pay these fees. Please contact Mr. Delka if you need to make arrangements for payment. Failure to pay can result in grades being held back at the end of the semester/year by the front office campus administration and/or making you ineligible to exempt end of semester finals. **Deadline for the 2020-2021 Activity Fee is Friday, October 2, 2020.** Please understand that show fees, Thespian travel, and other event fees are separate from the classroom activity fees. This is the only fee that is paid through SCHOOL CASH. The remainder of fees for shows, events, travel are paid through the Bridgeland Theatre Arts Booster Club (BTABC). All theatre parents are strongly encouraged to become members of the BTABC, and to become actively involved in the club's activities. Running a successful theatre program takes a great deal of support and can only be possible through the supplemental support from the parents and community.

**CLUB FEES:** Each Bridgeland HS student wanting to join the URSA Major Theatrics DRAMA CLUB will be required to pay an annual fee of \$25 for membership. This will include a club t-shirt and will help to fund the mission of the club and its activities.

**THESPIAN FEES:** Students attending the state and/or national Thespian convention and competition will be expected to pay all entrance, hotel, food and travel fees. This fee will be assessed each year, and will be explained to the delegates as needed.

## Agreement Signatures

I \_\_\_\_\_ (student's name) have read this handbook and agree to the policies set forth. I understand that structure and rules are an important part of a Theatre program and that there will be consequences for not following the laid-out instructions. I understand that my involvement in the Bridgeland High School Theatre program is a privilege and not a right.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I \_\_\_\_\_ (parent's name) have read this handbook and agree to the policies set forth. I understand that structure and rules are an important part of a theatre program and I agree to support the program by helping my student following the laid-out guidelines. I also understand that my student is making a commitment to the Theatre program which could require a lot of time outside of the normal school day. I agree to support my student in this journey with the Theatre program.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Please write clearly.*

Student ID: \_\_\_\_\_

Student T-shirt Size: \_\_\_\_\_

Student Email: \_\_\_\_\_

Student Phone: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Parent Email: \_\_\_\_\_

Parent Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

