



2023-2024  
Company Handbook

Adam W. Delka, Director  
[adam.delka@cfisd.net](mailto:adam.delka@cfisd.net)

Allison McLain, Assistant Director  
[allison.mclain@cfisd.net](mailto:allison.mclain@cfisd.net)

Fall 2023

Dear Bridgeland Theatre Students,

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

We have a highly talented and diverse group of returning students ready to take the lead in our program and move us into the future. We are excited to welcome many new students and their families to our Bridgeland Theatre Company and community.

Theatre benefits you academically, professionally, personally, and socially. Theatre is a powerful confidence builder, and one of the best ways to develop 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 discover that being part of Bridgeland Theatre Company takes a great deal of work, creativity, time management, and passion.... all real-world skills that will last a lifetime.

I look forward to a year full of accomplishments 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 us accept the challenge to keep this program welcoming and strong.

Please review this entire handbook. It contains everything you need about Bridgeland Theatre Company. I 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. Adam W. Delka

*Live, Laugh, Love*

*Bridgeland Theatre Company*

## **Bridgeland Theatre Company's Purpose and Mission**

The Bridgeland Theatre Company engages, inspires, entertains, challenges, and educates students and audiences with theatrical productions and projects 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 offer inclusive educational theatre experiences that reflect the diversity of the community and that have a meaningful impact on our patrons. We will produce theatre that challenges our creative perspective and inspires and enlightens our audiences.
- We are committed to the training and support of current, former, 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 creating 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, and pay close attention; this is how you LEARN! No side conversations.
- Please inform your teachers/directors of any health problems so we can 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 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 in 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 their fair share. Parents and/or students wanting to “opt-out” of fundraisers must coordinate with the director on how they plan to contribute.

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

These are the standard procedures in a professional training environment found in art schools, conservatories, theatre university programs nationwide, and elements of the Actor’s Equity Etiquette Contract.

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:

- All theatre participants must follow all directives and meet all deadlines of the Directors, Stage Managers, and Officer Line.
- Students are expected to be respectful and courteous to all individuals involved in our theatre program (Directors, administration, parents, volunteers, students, guests, audience members, our competition, custodians, chaperones, etc.). Rudeness, foul language, and poor attitude will not be tolerated.
- 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 that could be perceived as diminishing the integrity of Bridgeland Theatre Company at Bridgeland High School. This includes representing themselves or Bridgeland Theatre Company 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.
- Do not come down to the theatre from another class or during lunch unless called for by the Director.
- All theatre students should check the call board **daily** for the crew, casting, or general departmental announcements. Negligence in reading the call board 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.
- 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.”
- Equipment should only be used with permission from a Director. All equipment used in a day’s work should be returned to its appropriate place when completed.
- 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* to accomplish the goal.

### **Auditorium Rules:**

- Food or drink may not be brought into the auditorium or anywhere in the Theatre areas unless specified by a Director. That includes the dressing rooms, the Black Box, backstage, and the shop.
- Snacks *MAY* be consumed in the Theatre hallway 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.

## **The Lofts, Catwalk, and Costume Storage**

- The lofts, catwalk, and costume storage are not playgrounds, nor are they places to casually “hang out” and will remain locked unless in use.
- The costume storage and shop will not be used as your closet. Nothing should be used or borrowed without permission from a Director.
- Fly rails are important 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.
- 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:

- Food or drink, except reusable water bottles with sealed caps, is ***prohibited*** in the dressing rooms. Plan and make sure you have time to eat before rehearsal and performances.
- No eating in costumes.
- Only cast or specified crew members are permitted in the dressing room before every performance. No visitors are allowed in the dressing room.
- Departmental make-up and hygienic supplies are only used by the performers.
- Each actor is assigned his/her make-up station and is responsible for cleaning it after each rehearsal and performance.
- Lids must be placed on their respective containers when finished.
- Once prepared for a performance, all actors may wait in the dressing room or where the “circle” is being held.
- 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.
- The performer never takes any part of their costume home, even if it is their personal property, until the strike.
- Bathrooms in dressing rooms should be kept sanitary and hygienic. Any maintenance or sanitation issues should be brought to a Director’s attention.
- *Light bulbs must be free and clear from any obstructive items.*
- Personal items should be stored in the bins at your station.
- All personal items must be removed from dressing rooms and taken home after the strike.
- Inappropriate language, such as swearing and gossiping in the dressing rooms, is prohibited and will not be tolerated.
- Hazing in the dressing room is prohibited.
- Dressing rooms are to be spotless after all rehearsals and performances. Should the dressing room be found unacceptable, consequences will follow, including the privilege to use the dressing room being revoked for a time deemed appropriate by a Director/Stage Manager.
- Cell phones are not to be used in the dressing areas. Recording or photographing in the dressing areas is a serious offense and will result in consequences.



## Auditioning Procedures:

- 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 Bridgeland Theatre Company production. There will also be a possible removal from current productions and positions. Including but not limited to Officer positions, class placement, and crew/cast positions at the Directors' discretion.
- Students who have failed a Theatre course in the previous 9 weeks are ineligible for casting.
- 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.**
- 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 call board once you have already read the cast list.
- If you do not get cast in a desired role, 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 energy improving your auditioning skills for the next production.
- Auditions will be run as the Director chooses, and auditioners are expected to follow all logistical requests, no matter how different they may be from another program or Director.
- We ask you to wait at least two school days before approaching a Director for audition feedback. You will need to make an appointment to discuss your audition. Directors will not discuss your audition during class.

## **Rehearsal and Performance Attendance:**

- Students must be eligible to perform in a production. If an individual is deemed ineligible, they will be replaced, and returning to production will be determined by eligibility rules and Director approval.
- 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 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.
- 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.
- Students should always arrive at least 10 minutes before the rehearsal is scheduled to begin to set props, dress in rehearsal attire, and warm up vocally and physically so that the rehearsal can begin on time.
- Students may not leave rehearsal or performances early without the Director's permission.
- Students are expected to communicate any attendance issues to the Stage Managers once approved by the Director.
- Actors and crew must be present at all rehearsals for which they are called.
- Attendance at all mandatory rehearsals is required. Only extremely serious matters 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.
- If you will be more than 10 minutes late to a rehearsal or a performance call time, you must notify Stage Management as soon as possible. *This will not excuse the tardy. It is a procedure required as a courtesy and for your welfare.*
- Excessive absences or tardies may affect the individual's ability to earn Thespian credit for the show.
- Excessive absences or tardies may affect future casting decisions.

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

- Silence MUST be maintained backstage during rehearsals and performances.
- Actors must follow all instructions by the Directors and Stage Managers, and cooperate with other actors, technicians, and participants in the production.
- If a Director is not actively working with you, that does not mean you are free to do as you wish. If you can, think through scenes 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.
- Actors should dress appropriately and modestly for rehearsal. Clothing and shoes should not impede movement. Appropriate shoes must be worn to every rehearsal. Actors may be asked to leave rehearsal if not dressed appropriately, thus resulting in an unexcused absence.
- Actors are responsible for scripts (and scores if applicable) at all times and must have these materials and pencils with them at every rehearsal.
- All company members must remain quiet and maintain a 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 handled at the Director's discretion.
- 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.
- Set pieces should not be moved, played with, touched, or sat upon except in the given action of the play.
- The actor must cooperate with the Director in the overall "look" of the character. The character, period of the play, and design concept will dictate hairstyles and makeup.
- Personal issues should be dealt with outside of the performing and rehearsing times.
- Actors should be in designated areas at all times at all rehearsals and performances.
- All actors and technicians must take notes on a notepad - *no cell phones or tablets are allowed.*
- Notes are only given and 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.
- All actors and technicians are required to bring their notepads for note-taking.
- No cell phones are permitted during ANY rehearsals or performances and are not allowed on stage or backstage. Directors will take them up at the start of rehearsal for safe storage.
- Students not directly connected to the production through the audition, casting, and technical assignment process shall not be allowed in the rehearsal or backstage.
- All company members are responsible for assisting with the post-show strike.

## Technical Personnel: Crew and Performance Procedures:

- The technical crew is responsible for the same rehearsal and performance procedures and expectations as the actors for all rehearsals, which they are called.
- Crew members must follow all orders by the Directors and Stage Managers and cooperate with the actors, other technicians, and participants in the production.
- Stage Managers and Crew Heads should be treated with the same respect as a Director.
- All scheduled conflicts, including specific dates and times, should be reported to the Directors and Stage Manager.
- Technical members are required to attend all appropriate crew calls.
- Backstage behavior **MUST** be professional and silent at all times.
- The traveler lines are the curtains that open and close left and right across the stage by pulling 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.
- To receive Thespian points/Letterman recognition, you must be involved with the production from beginning to end.
- 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.
- Only technical personnel approved by a Director are permitted in the control booth, on the catwalk, or in the scene shop.
- Only trained and approved personnel can operate the light and soundboards.
- Only technical personnel approved by a Director may be on the headset. The conversation must be **professional** and **limited** to things directly about the technical aspects of the performance.
- Refrain from making inappropriate remarks about performers and/or other crew members while in the theatre, backstage, or control booth.
- 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 a designated sound technician.
- Make-up and costume crews are the only crew members permitted in the dressing rooms during the dress rehearsal and performance process. They must perform official make-up and costume duties during specific crew times as specified by a Director or crew foreman.
- Student technicians are responsible for the proper use of all equipment.
- Horseplay or improper use of tools is not permitted and is grounds for immediate removal from the production.
- Only trained and approved personnel are permitted to use power tools.
- Dismantling or playing with broomsticks or paint sticks is not permitted.
- Wasting supplies is not permitted.
- Any tool/utensil used must be properly cleaned and returned to its proper place.
- The Technical Director will dismiss the crew. The crew will not be dismissed until all tools/equipment have been returned to their proper place and the space is clean.
- Painting sets, props, and costumes should always be done carefully. **ALWAYS** use a drop under your painting projects and protective paint clothes. **DO NOT** paint or spray directly onto an item without something protecting the floor. This goes for both indoors and outdoors. We do not want our concrete walking paths to look like a graffiti war zone.

### **Cell Phone Policy**

- Cell phones will be held for safekeeping in the Director's possession during any and all rehearsals, technical rehearsals, and performances at the Director's discretion.
- Students will receive their phones once they are released. Students will be released after their clean-up duties are completed.
- Should a parent need to contact their student in an emergency, they are welcome to contact the Directors.
- Students being picked up by an adult will be allowed to contact their ride before the end of rehearsal to ensure a proper pickup.

## **Student Call Times and Dismissal Policy**

- Students are expected to arrive on time for the rehearsal/performance.
- Latecomers will have consequences which can include the following:
  - Pushups
  - Extra cleaning duties
  - Possible removal from the production
  - Possible consideration for not being cast in future productions
- Student dismissal should also be on time. There are very few occasions when we go over our assigned end time. We typically have students contact home if we are planning to go over our end time by more than 15 minutes; this falls in tech week, UIL, and/or other extenuating circumstances.
- Students should have a ride ready to pick them up within 15 minutes of the assigned dismissal time.
- Students that do not have prompt pickup can potentially be removed from the production and/or possible consideration for not being cast in future productions.

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

- Understudies/UIIL alternates are expected to be prepared to perform their roles at an equivalent level to those whom they are assigned to understudy.
- 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.
- All understudies/UIIL alternates are called for every rehearsal/performance for which that part is called.
- Understudies/UIIL alternates should be very familiar with the production and be ready and willing to step in at any time.
- Every person in the production needs to be aware of the script and be able to mark another part.
- The understudy's focus should be onstage at all times, especially when their character is performing.

### **Performance Etiquette:**

- “Breaking Curtain” (peeking out) before the show, during the show, or at intermission is considered extremely bad etiquette and is not permitted.
- Leaving the school campus during a performance is not permitted.
- The lobby in front of the auditorium is called the “Foyer.” It is 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 the tech crew can lock up the auditorium. The cast may not greet audience members in the auditorium for any reason.
- There will be 30 minutes from the time the final curtain bows until the dismissal circle. In this time you should greet the audience, get out of costume, reset props, and complete post-show duties all before the dismissal circle.



### **Infractions and Consequences**

The goal of Bridgeland Theatre Company 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 and/or BHS Administration will determine the appropriate disciplinary measures. These rules are in place to ensure the safety and success of all students involved in the program.

## General Rules

- Any graffiti in and around the Fine Arts Department will not be tolerated.
- Eating and/or drinking in costume is **strictly** forbidden, except for water.
- All production participants should be prepared to perform assigned roles/duties at rehearsals, crews, and performances.
- Trash left around the Theatre area will NOT be tolerated. Please clean up after yourself.
- Students are to be responsible for designated dressing room areas and must keep these clean and neat.
- 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.
- After a scene is blocked, actors have **one** rehearsal when they may use their script onstage. During the two subsequent rehearsals, actors can call for a line when needed. Lines must be memorized as written before rehearsals, or the actor is subject to disciplinary actions.
- Except for the cast, crew, Directors, and director-approved parents fulfilling their duties, no one should be backstage (dressing rooms, scene shop, etc.) during Dress Rehearsals and Performances.
- All students involved in production must participate in the strike.
- Students who miss a strike will be required to make up triple the time of the strike they missed. If a student misses a strike due to a pre-approved school-sponsored event, they are only required to make up the time of strike missed.
- Any outstanding debts (fees, fines, scripts, etc.) will be submitted to the Fines and Fees list and will render students unable to be exempt from semester finals, buy a parking pass, and receive graduation materials. Once the fees are paid, your name will be removed from the list. Please do not wait until the last minute to pay fees.
- Bridgeland Theatre Company offers opportunities for the students to leave the campus during rehearsals or other activities for scheduled breaks, in which case Bridgeland Theatre Company will not be held responsible. Each student should get permission from their parents to ride/drive other students if that is their choice.
- Inappropriate public displays of affection are not allowed and will not be tolerated at rehearsals, backstage, or at any Bridgeland Theatre Company-sponsored events.
- Students are expected to abide by the Bridgeland High School dress code in and out of rehearsals.
- Directions or suggestions from any parent or volunteer regarding any element of the Bridgeland Theatre Company do not supersede the authority of the Directors or BHS Administration.

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

- All House Staff and ushers are to obey the House Manager at all times (as they would the Director).
- The House staff and House Crew must help set up the lobby and prepare programs before the house's opening. When not fulfilling an Usher duty, all Ushers should stay in the auditorium until the opening of the House.
- Ushers are to check tickets to patrons entering the theatre, hand out programs, solve problems, handle emergencies, and answer any questions the audience may ask.
- At the end of each performance, the House Staff must clean up the house/lobby and return all equipment, including signs, tables, chairs, and programs, to their appropriate places before being dismissed.
- All House staff must be dressed professionally – a white dress shirt and black dress pants or skirt - and comply with the CFISD dress code. You are the first impression of the department and must dress the part.
- During the show, the ushers and House Staff will 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).
- Ushers and House Staff are not allowed in the dressing rooms during the performance process.
- Ushers are to enforce all rules stated in the Theatre Rules section of this document.
- 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.
- All House Staff members must be professional, respectful, courteous, and helpful to all audience members at all times. Disrespecting a patron or the House Manager can result in disciplinary consequences.

## **Travel Guidelines:**

- Students must maintain eligibility during the school year to travel with Bridgeland Theatre Company. If eligibility is lost, a refund on any travel expenses will not be given. Additionally, if you lose eligibility, you will still be responsible for any expenses the Company incurs on your behalf.
- All CFISD, sponsoring organizations, travel companies, hotel, and transportation company 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.  
**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 participating in school-sponsored trips must 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 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 from the Director(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 BEFORE ANY OVERNIGHT TRAVEL. CAMPUSES AND ORGANIZATIONS MAY IMPOSE ADDITIONAL GUIDELINES, AS APPROPRIATE TO THE TRIP.**

- No male may be inside a female's hotel room for any reason. No female may be inside a male's hotel room at anytime for any reason. Students may not switch their assigned hotel rooms without prior approval from 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 the parents' expense.
- Once "Lights Out" is declared, every student must be in his/her assigned hotel room with the door closed and lights out.
- Sponsors will conduct room/door checks throughout the night, to ensure that students remain in their rooms.
- Sponsors will establish a meeting location for students, in the event of a fire alarm at the hotel. Sponsors will ensure that all students have evacuated appropriately and will then meet the students at the prearranged location, where the roll will again be taken to confirm that all are present.
- 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. Sponsors will make all decisions about the trip. 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 themselves 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 parents.
- Any student caught shoplifting or breaking the law; caught with any illegal item or substance, including but not limited to weapons, alcohol, drugs, tobacco, or vape paraphernalia, may be sent home at the expense of the parent/s and may be arrested, per 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.
- 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 the trip sponsor(s). 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.
- 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.
- Disrespect will not be tolerated. Any disrespect toward chaperones, sponsors, or others, including other schools, may result in disciplinary consequences on the trip and 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.
- No one is to use the hotel room phone to make out-of-hotel calls. No movies and no room service may be ordered. No items may be taken from the hotel, including hotel towels, robes, remotes, pillows, linens, etc.

- Everyone is to maintain a positive attitude at all times. If things run late, something goes wrong, etc., everyone are 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.
- Students must bring enough money for expenses, as set forth by sponsors, and dress appropriately for each day's activities and weather.
- Parents may travel to the team/group/club's destination but must do so on their own accord, not as chaperones. Exceptions must be preapproved by campus administration and sponsors. Parents traveling as chaperones for the trip must be officially cleared as volunteers by Cy-Fair ISD before preapproval by campus administration.
- 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.
- Other than health or safety issues, parents may not address the trip sponsor with any concerns dealing with their child during the trip. They must wait until they return to school.

**Transportation:**

- Travelers should respect the rules of the vehicle driver and be courteous at all times.
- Voices should be kept at an appropriate level for the vehicle.
- If you are ever away from a chaperone or director when we are traveling, you must be with at least two other people from our troupe.
- A director or a chaperone must accompany any student leaving the destination.
- Upon returning from a trip, be sure you've made proper arrangements for a ride home.

**Hotels (Overnight Accommodations):**

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



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

- 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 to the International Thespian Society, and be initiated at the fall Induction Ceremony.
- Points are assigned by the International Thespian Society Points Policy, which states that one point equals ten work hours. However, they will be adjusted and fairly distributed on a case-by-case basis.
- All hours for strike must be completed before any points will be awarded for that show.
- Any outstanding fees will result in no points being awarded until fees are paid.
- Seeing or viewing a show is  $\frac{1}{4}$ -  $\frac{1}{2}$  point. These points are miscellaneous. A Ticket stub or program must be turned in to receive points.
- To be eligible for Thespian status, a Bridgeland Theatre Company member may not have over two unexcused absences.

## **Letter jackets**

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

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

## International Thespian Society Point Structure

<u>Category</u>	<u>Position/work done</u>	<u>One Act</u>	<u>Full Length</u>	<u>Category</u>	<u>Position/work done</u>	<u>One Act</u>	<u>Full Length</u>	
<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						

Bridgeland Theatre Company will honor the following achievements in ITS:

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

## Bridgeland Theatre Company

### BTC General Rules and Procedures

- Do not be disruptive at meetings or events associated with Bridgeland Theatre Company.
- At meetings, pay attention when information is being shared, and do not distract fellow Bridgeland Theatre Company members. The less distracted people are, the quicker the informational meetings can be completed.
- At events, you represent Bridgeland Theatre Company and should hold yourself to the highest standard. Be kind, be helpful, and maintain a professional appearance and attitude.
- Be kind to your fellow Bridgeland Theatre Company members. If you are a disruption that negatively impacts those around you, or is 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, roles and Thespian membership *may* be revoked.
- Be proactive and take initiative. If you are given a job or don't have responsibilities, you should analyze the situation around you, and help those who may need it.
- Be involved.
- For an individual to qualify for Thespian membership, they **MUST** be an official member of Bridgeland Theatre Company.

### **BTC Attendance:**

- All troupe and hopeful troupe members are expected to be present at Bridgeland Theatre Company meetings.
- If a member anticipates an absence from a meeting, they may fill out the Google Form posted on the call board. An officer will determine whether or not the absence is considered excused or unexcused
- Excused absences may include, but are not limited to,
  - Mandatory performance for another extracurricular
  - A doctor's appointment/illness
  - Tutoring/testing after school
- Unexcused absences may include but are not limited to,
  - Didn't want to come
  - Had to take people home from school
  - Forgot about the meeting

### **BTC Fees**

- Failure to pay club fees will result in being denied a t-shirt, being in the club photograph, and Bridgeland Theatre Company membership
- A member of the Bridgeland Theatre Company will not be considered for Thespian Society membership until all fines and fees have been paid.
- For a member of the Bridgeland Theatre Company to be considered for Thespian of the Month, all fines and fees must be cleared.

## **Officer Line Rules and Regulations**

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

- You are expected to follow all Bridgeland Theatre Company rules, especially considering you are a pillar of the Thespian Troupe, Bridgeland Theatre Company, and theatre department.
- There will be consequences for an officer who breaks the code of conduct.

### **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. 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, with Officer Line, the Officer-in-Question, or the Bridgeland Theatre Company. This is not to say they can't, or they won't, but they do not have to.

Directors may remove an officer at any time based on attendance, behavior, involvement, professionalism, and/or any other reason deemed appropriate, regardless of an officer line vote.

### **If the verdict is that the Officer is not dismissed:**

- The Directors/Officer Line should examine the problems that brought the disciplinary review into question, and plan a path forward to resolving the problems.
- While the Officer-in-Question is not dismissed, they are still expected to work to fix any problems 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:**

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

### **If An Office Is Vacated For Any Reason:**

- The Directors and the Officer Line will announce a special election process for the Office and put out applications for any incumbent hopeful.
- 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 Officer Line.
- After the interview process, assuming no further screening is needed, the new Officer will be chosen and fill the vacant role, with all the resources left by their predecessor.
- After their election, the incumbent Officers will have a week-long grace period to 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 removal. Once a photo or comment on a social networking site has been posted, that photo or comment becomes the site's property 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 cast/crew mates or Directors; other CFISD students, teachers, or Directors, students, Directors 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 other inappropriate behaviors.
- Creating a 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 company violation—regardless of whether the violation was unintentional or intentional.

All students must adhere to the Fine Arts Handbook, The Bridgeland Theatre Company Handbook, the syllabus, and the Student Code of Conduct. However, sponsors, directors, and coaches of extracurricular activities may develop and enforce standards of behavior higher than the Fine Arts Handbook and Student Code of Conduct. They may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may consider 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 violation of the Fine Arts Handbook, Student Code of Conduct, and the organization's handbook. Higher standards of conduct are expected of students representing the District's extracurricular activities, which is 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 Media Behavior Standard**

Any student member of an extracurricular organization representing themselves, or their organization, in an unfavorable, questionable, or illegal manner through social media in such a way as to bring 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 administration and directors. Social 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 altogether.

Examples of social media include, but are not limited to Twitter/X, Snapchat, Instagram, Groupme, Facebook, websites, blogs, text messages, chat rooms, etc.

## Activity Fees

Each Bridgeland HS student enrolled in a Theatre and/or Technical Theatre class is responsible for a **\$56 activity fee (Theatre I-IV) or \$75 activity (Technical Theatre I-IV)**. 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 or Ms. McLain if you need to make payment arrangements. 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. **The deadline for the 2023-2024 Activity Fee is Monday, October 2, 2023.** Please understand that show fees, Thespian travel, and other event fees are separate from the classroom activity fees. This and the Bridgeland Theatre Company Drama Club are the only fees that are paid through SCHOOL CASH. The remainder of the fees for shows, events, and 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 supplemental support from the parents and community.