

Stephen F. Austin High School

Theatre Company Handbook (Addendum)



2023-2024

Erin Eder, Theatre Director

Harsa Rutherford, Assistant Director

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COMMUNICATION

The directors frequently send out information and update information, on the Theatre Blast section of the website regarding everything happening in the department that week. In addition to our website, updates are posted frequently on the company social media sites.

THEATRE PERFORMANCE ACTIVITIES

THE AUSTIN PLAYHOUSE THEATRE COMPANY PRODUCTIONS

Check the TAP Website to view our 2022-2023 Season. Audition dates and times will be posted on the calendar tab on our website.

Production and Advanced Theatre students are required to participate in all productions throughout the school year. If students cannot fulfill this requirement, they will be removed from the class and placed in a different class.

2023-2024 TAP Fees

Fall Show Production Fee-\$55

Spring Show Production Fee-\$55

Thespian Convention- \$550

- [Registration](#) for Thespian Convention here- \$100
- **The [second payment](#) of \$150 is due September 15th.**
- **The [third payment](#) of \$150 is due October 2nd.**
- **The [final payment](#) of \$150 is due October 16th.**

[OAP Fee](#)- \$50 (Due January 13th)

[Student OAP Festival](#)- \$50 (Due April 14th)

*Click on the link to pay your fee!

Thespians

Austin Theatre Company's Thespian Troupe 5448 is involved in numerous activities throughout the school year. Students earn hours and thespian points by participating in theatre activities outside of the regular theatre classroom.

Thespian Information

- A student will earn thespian points from active involvement in the theatre activities that the directors approve. TAP students will log their hours
- Students will be required to log their hours weekly so that the secretary can log hours/points as the year progresses.
- Transfer (other Thespian troupes) students must earn a total of 5 points in TAP and participate in the induction in May to be an official member.
- Thespians are also eligible to apply for scholarships through the International Thespian Society (ITS).
- Our TAP Officers host monthly Drama Clubs

- International Texas Thespian Convention in Dallas (November)
- Annual Theatre Banquet and Thespian Induction (May)
- International Thespian Convention (June)

To monitor TAP Thespian activity, please visit our website, Thespian tab, www.theaustinplayhouse.com

LETTER JACKET AWARDS

To earn a letter jacket...

A student must:

- 1) Be enrolled in a theatre class to earn points
- 2) Be a member in good standing of the Theatre Program*
- 3) Participate in a minimum of two productions
- 4) Accumulate a minimum of 15 points per Katy Fort Bend ISD point allotment

*Member in good standing is a critical prerequisite to earn an Award Jacket in Theatre. The criteria for this component will be defined by the theatre director and approved by the campus principal. Once approved, the requirements will be published in the campus theatre handbook/information.

Students wearing letter jackets represent more than their achievement. Per the Fort Bend Fine Arts Handbook, any student committing a serious offense as described in the Fort Bend ISD Student Code of Conduct, or the organization by-laws, which may bring disgrace on the organization, school or district, will forfeit the award jacket if the offense occurs at any time during the remainder of the student's high school career.

GRADING SYSTEM FOR CLASSES

- PARTICIPATION/WARM-UP GRADES/DAILY WORK/HOMEWORK/REHEARSALS– 50%: This includes punctuality, having proper materials, and use of class, rehearsal time, in-class work, homework, scene work, group collaboration, group projects, and lab scenes.
- EXAMS/MAJOR WORK – 50%: This includes any written or oral exam, major projects, semester crew hours, and performances. Criteria for grading all performances will be provided to the students when the project/performance is assigned.

Daily & Other Grades

If a student chooses to hand in work after the due date, 25 points will be subtracted from their work. Late work will be accepted until two days before the test/assessment or reporting period, whichever comes first. Any work not received by the timelines will default to a zero.

Major Grades-Essays & Projects

Essays: Because major essays are often revised, edited, and re-worked during class in the days after the due date, arrangements will be made for a tutorial and/or digital submission to occur by the following day if an essay is not submitted on time.

Projects: Checkpoints for completion should be built into the rubric for each project so that teachers are aware of student progress. Arrangements will be made for a tutorial and/or digital submission to occur by the following day if a project is not submitted on time.

**Please note, all TAP Theatre Students are required to watch one live theatrical production a semester and submit a written critique. This requirement will be strictly enforced and will fulfill a Major Grade Requirement for each semester. Guidelines for the critique will be posted on the website under the Courses Tab on our TAP website.

CONDUCT

Austin Playhouse Theatre Company Students have a high profile on campus and in the community. It is imperative that the conduct and appearance of all theatre students be above reproach. Theatre students will have the opportunity to participate in many exciting events on stage and behind the scenes. As representatives of Fort Bend ISD and Austin High School, our students must reflect an image of positive leadership, character, responsibility, and good sportsmanship.

- Any student who receives an “N” or “U” in conduct in any class will not be allowed to participate in theatre extra-curricular activities.
- Any student assigned to in-school suspension the day before or on the day of a contest or field trip will not be allowed to participate in that activity.
- In accordance with Fort Bend ISD policy, any student suspended from school for any reason will not be permitted to participate in any theatre activities during the period of suspension.
- As noted in the Production information, students who elect to withdraw themselves from a production (either cast or crew) after committing to a role may not be allowed to participate in other extracurricular theatre activities for the remainder of the school year. If the situation arises, the student will be required to meet with the directors to discuss options. The decisions made will be on an individual basis and are at the sole discretion of the directors.
- Any student who is not directly connected to the production through the audition, casting, and technical assignment process shall not be allowed at after-school or Saturday rehearsal. If a student has a special need or request regarding having someone with them at rehearsals, it will be the student’s responsibility to discuss the situation with the directors before the rehearsal in question. The decisions made will be on an individual basis and are at the sole discretion of the directors.
- Any student who does not use theatre safety and etiquette guidelines established by the TAP will not be allowed to participate in any theatre activity for the remainder of the year.
- Please refer to the AHS Student Handbook regarding TARDINESS. Students are considered tardy if they are not at the door when the bell rings. Some extenuating circumstances, as deemed by the directors or teachers, are taken into consideration. Notes from a previous teacher or administrator are advisable.

ATTENDANCE

Absences are DISCOURAGED since a large portion of your grade every six weeks is taken from assessments of “hands-on” work or work with partners and groups. Participation work missed for excused absences may be made up utilizing an alternative assignment. In TAP productions, students are allowed a maximum of three absences.

TAP CONDUCT

Self-discipline is critical to the success of the TAP. Theatre students are expected to follow the TAP Classroom Rules, which are discussed, agreed to, and practiced in each classroom. Due to the nature of the theatre facility, the following rules shall also be enforced.

TAP Theatre Department General Expectations:

- Being respectful of the Directors, their responsibilities as Directors and as Leaders of the Department. Communication of issues, problems and concerns relating to the Department/Production with Directors at the appropriate time. Any serious personal issues with a crew member or another company member should be brought to the director or assistant director’s attention ASAP.
- Treating other student Production members and Theatre Department members (Technicians and Actors) with respect through actions and speech.
- Communicating with crew members in a respectful manner and working to develop a professional working relationship with them. Tech Leads will not waste time talking negatively about crew members to other Tech Lead/Crew members at any time.
- Execute the Requirements and Directions applicable to your role/job in the production and as a member of the Theatre Company.
- Work towards the success of individual student Production Staff Goals, Goals of the Production and goals of the Theatre Department set by the directors.
- Refrain from using Social Media of any sort/Public forum to air grievances about other students or directors, speak negatively about the department and productions or to belittle, shame, bully, sexually harass students of the department, it’s productions or students in any theatre classes.
- Intimidate/Threaten/Sexually harass students in the department, productions or Theatre classes either physically/verbally.
- Be under the influence or in possession of alcohol/drugs, vaping paraphernalia, weapons at any time while as a representative of AHS, and the TAP Theatre Department.

Production and Tech Lead Expectations

- Must be on time for their scheduled crew calls to begin set-up/preparation and execute the calls scheduled work assignment, (Ex: if a call is set for 3pm, then you need to be there at 2:50-2:55 so you are in place ready to work.)
- Set-up and track the hours of each of their crew members.
- Create their crews calls for each week and post them the Friday before the posted week.
- Follow all established safety rules and regulations for my position as well as working and

monitoring each crew member to do the same.

- Communicate crew expectations and responsibilities, call times, and required information in a timely manner following established communication forms (Call Board, Remind, Texts, E-mails).
- Be available for Tech Saturday and for all of the Dress rehearsals. All Tech Lead's are required to run the show for all performances.
- Be available for Saturday calls, depending on the crew requirements (These are usually long days, and are where we get the most accomplished. Attend all production meetings. (Each Saturday during the production from 5p-6p)
- Be willing to commit to the required work and time for the crew.
- Follow the rules applicable to each crew.
- Be able to take directions in a positive manner, have an attitude that promotes a positive work environment and be willing to assist wherever needed without complaint.
- Maintain accurate time records for all crew members
- 3 unexcused absences from a work call = Student being removed and replaced.
Unexcused absence= Missing a call that is not on your conflict sheet or is not a family emergency, failure to contact the Director or Tech Lead by a parent/student when out sick.
- If a student is not present during the school day for medical or personal reasons the Directors can choose to keep the student out of the after school work call.

Contact HR through the Google Voice number. (The conflict list is important to avoid any problems with this).

- 3 tardies to a call = 1 absence
- Any horseplay, activity/action by a Tech Lead that puts themselves, other students, equipment or any performance space at risk (based on the provided safety rules) will be asked to leave for that call. Depending on the severity of the incident, students may face Tier 2 consequences.
- Tech Leads are not to touch or use any equipment they have not been trained on. This includes entering any areas that they have not been authorized to enter.
- All Tech Leads are required to help and supervise their crews clean up after every call. Tech Leads are responsible for checking all of their areas to make sure they are clean appropriately.
- Tech Leads will be the last to leave a call, to verify the completion of the required work, the clean-up of the work area, and must check out with Eder/HR.
- Have Bios, Headshots done and turned in by the required dates/times.

Students who fail to adhere to the listed requirements/meet the established expectations will face the following consequences:

Tier One Violations

- Failure to attend crew calls or rehearsals, production meetings (without prior approval)
- Minor disrespect towards directs, cast or crew members
- Failure to complete production assignments including memorizing lines, forms and paperwork, communicating with Tech Leads, crew members, directors.
- Failure to follow established safety guidelines during all production work calls and meetings resulting in damage to AHS theatre department equipment facilities.
(Depending on Severity, this can be moved to a tier 2 Violation.)

Students with Tier One Violations can face one or more of the following consequences per director and administrator discretion:

1. Verbal or written warnings from the Director.
2. Meeting with Directors
3. Meeting with parents, AP and Director.
4. Demotion in role/production assignment based on Director recommendation.

Tier Two Violations

- Use or possession of drugs, alcohol or weapons including vaping or vaping paraphernalia on school grounds
- Sexual harassment/assault or harassment
- Bullying
- Threats
- Slander of TAP Theatre, its directors or troupe members on social media or at school
- Hate speech in any format

Students with Tier Two Violations can face one or more of the following consequences per director and administrator discretion:

1. Immediate removal from production, production assignment/demotion based on Director recommendation
2. FBISD Disciplinary action
3. Loss of Thespian/Letter Jacket points
4. Failing major/minor grades
5. Meeting with parents and AP.

In addition to the above expectations:

- NO GUM! NO GUM! NO GUM!!!
- NO FOOD OR DRINK IS ALLOWED IN ANY THEATRE SPACE. WATER MAY BE CONSUMED IF IT IS IN THE ORIGINAL BOTTLE AND IT IS CAPPED.
- PRACTICE THEATRE SAFETY AND ETIQUETTE IN ALL THEATRE SPACES AT ALL TIMES. THERE ARE NO EXCEPTIONS - YOUR SAFETY AND YOUR HEALTH COULD DEPEND ON IT! ANY IRRESPONSIBLE OR UNAUTHORIZED USE OF TOOLS, EQUIPMENT, MATERIALS, AND THEATRE SPACES IS CONSIDERED VANDALISM AND WILL BE DEALT WITH ACCORDINGLY.
- THOROUGHLY CLEAN ALL WORK AREAS AND STORE ALL TOOLS BEFORE BEGINNING ANOTHER TASK OR LEAVING THE THEATRE AREAS.

- FLIP FLOPS ARE NOT ALLOWED IN THE TECHNICAL THEATRE SPACES. HARD SOLED SHOES ARE PREFERRED WHILE WORKING IN THE THEATRE. SHOES SHALL BE WORN IN THE THEATRE AT ALL TIMES. OPENED-TOED SHOES ARE NOT ALLOWED IN ANY SHOP OR TECHNICAL WORK AREA.
- RESPECT EACH OTHER, ALL ADULTS, AND YOUR DIRECTORS. TREAT OTHERS AS YOU WISH TO BE TREATED!
- ALWAYS REMEMBER TO “ACT WELL YOUR PART, THERE ALL THE HONOR LIES.”

Austin Playhouse Theatre Company Booster Club

The Austin Theatre Company Booster Club has been established by parents who wish to support the activities of TAP, either financially and/or by volunteering their time. The boosters work to reach program goals set by the directors.

Involved parents are more informed, develop a better understanding of the program’s philosophy, and better appreciate the benefits their child receives by being a part of the TAP. Involved parents receive information at the monthly meetings, which directly support their students. Boosters’ efforts to help the students of the TAP are critical to the success of our students and program.

The TAP Boosters have a general meeting once a month, and all theatre parents/guardians are welcome to attend. Each meeting lasts approximately 1 hour. For more information, check out our Booster tab. Booster Meetings will be posted on the TAP Calendar on the web.

THEATRE ARTS FREQUENTLY ASKED QUESTIONS

What shows will be performed this year?

The season is posted on the TAP website.

How can I purchase tickets for the shows?

Show tickets may be purchased on the TAP website under the Shop Tab.

What are Thespian Points, and how can I accrue them?

Thespian Points are given for student participation. The points can be earned for fundraiser participation, show participation, or show attendance. Ten (10) Thespian Points allow the student to become a member of the International Thespian Society. The Thespian tab is on our website. You may log your hours on the website.

What is UIL OAP (One-Act Play)?

One-Act Play is an annual competition among Texas high schools. The competition begins at the ZONE level (local area high schools), expands to the DISTRICT competition, AREA competition, REGION competition, and the STATE competition. The same play is performed at each level, but each group of shows is different at each level. In addition to OAP, the UIL Theatrical Design is an excellent opportunity for our technicians to compete. All Theatrical Design information will be distributed in classes throughout the school year.

What is the State Thespian Convention?

The Texas State Thespian Convention is a competition attended by Texas high school Thespian troupes. There are auditions in the theatre classes, and selection will be made by the directors. Some categories are for individuals, and some are group events. The convention allows the student to participate in the workshops, compete against other Thespians in various activities, and audition for colleges (Seniors only). The convention is not only fun but very educational. The convention usually costs approximately \$500 to attend, which includes workshops and shows, transportation, and rooms. In addition to performance activities, there are tech events as well. Online registration will be posted on the Thespian Tab of our website.

How do I become a member of the TAP Booster Club?

Sign up to be a Booster Club Member. (www.theaustinplayhouse.com)

What scholarships are offered to seniors involved in TAP?

1. The State Thespian scholarship is available to students interested in acting, technical work, and educational work. The student applies, pays the fees, auditions, and can earn up to \$1000.
2. The Texas Educational Theatre Association scholarships are available to students interested in acting, technical work, and educational work. The student applies, pays the fees, and auditions at the convention,

How do I get in touch with the Directors?

Erin Eder-Theatre Director

erin.eder@fortbendis.com

Harsa Rutherford-Assistant Director

sarah.rutherford@fortbendis.com

These policies are subject to change at the discretion of the Austin Playhouse Theatre Company Directors.

**Want to
know
more** 



