



## STUDENT HANDBOOK

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# TOMPKINS HIGH SCHOOL

## TOMPKINS THEATRE COMPANY

### HANDBOOK

The mission of the Tompkins High School Theatre Program is to make a positive impact on the lives of its students by presenting quality live theatre to the community, providing theatrical performance opportunities for students at OTHS and educating students and enriching lives through the study, performance, and appreciation of the theatre arts.

In the TTC, we encourage a life-long love for live theatre and the fine arts. The actors and technicians develop real life skills that will not only support communication and professionalism but will transform them into artistic story tellers and world changers.

Membership Eligibility - Any Tompkins High School student may join the Theatre Company by filling out the appropriate forms in August of the year of desired membership. The director(s) reserve the right to annually reevaluate the membership eligibility requirements and change as needed in response to the changing needs of the organization.

The Extracurricular/Co-Curricular Coaches, Sponsors, and/or Directors are dedicated to Katy ISD being recognized as a premier program in the state of Texas. To obtain this extraordinary level of competence in an incredibly competitive area, each person within the program must demand excellence of himself/herself as well as each individual for whom he/she is responsible. (*KISD Student Handbook pg. 48*)

## Course Descriptions

**THEATRE ARTS and TECHNICAL THEATRE** are process centered, participatory theatre studies. The curricula for all theatre course levels are T.E.K.S. (*Texas Essential Knowledge and Skills*) driven and are published by the Texas Education Agency.

High school theatre courses are Texas Essential Knowledge and Skills (T.E.K.S.) based courses which focus on:

- ✓ Enhancing perception, interpretation and performance
- ✓ Understanding heritage and tradition
- ✓ Understanding influences of theatre, film, T.V., and technology
- ✓ Evaluating self and others
- ✓ Writing theatrical critiques

|                                 |                                                   |
|---------------------------------|---------------------------------------------------|
| 7411 Theatre Arts 1             | Technical Theatre 1                               |
| 7411 Theatre Arts Advanced 1 ** | 7452 Technical Theatre 2 **                       |
| 7412 Theatre Arts 2 **          | 7453 Technical Theatre 3 **                       |
| 7413 Theatre Arts 3 **          | 7454 Technical Theatre 4 **                       |
| 7414 Theatre Arts 4 **          | ** Starred courses are audition/application based |

\*\*\*Katy ISD Course Catalog in SchoolLinks The Katy ISD Course Catalog is an important resource for parents and students to understand the courses, graduation requirements, and opportunities available to them. It provides a brief description of each course, which includes the course objectives, topics covered, prerequisites, and any special requirements. The Programs of Study and elective courses allows students to explore their interests and passions. It is important for parents and students to review the catalog to understand the courses that are available, the prerequisites for each course, and the requirements for graduation. (*KISD Student Handbook*)

## Extra Curricular Events

❖ **COMEDYSPORTZ HIGH SCHOOL LEAGUE (CSZHSL):** ComedySportz High School League is the competitive improv team under the national group ComedySportz. Tryouts will be open to any enrolled student the first week of September. The CSZ Coach will conduct the try outs and will select the team with the director's guidance. The team will consist of up to 18 team members and 3 managers. Managers will attend and participate in try outs as well as complete an interview with the directors. The CSZ season will begin in September with a required GAME A THON attendance and end in May with the district wide match. Each member and manager will be expected to sell a minimum of 5 tickets per home match, attend all matches home and away, conduct themselves in line with the TTC and CSZ. This is a year-long commitment.

❖ **FALL/SPRING THEATRE PRODUCTION:** The TTC produces two mainstage productions a year. These two productions alternate between the Proscenium stage and the Black Box Theatre. Auditions and Crew Applications are open to the campus and will be completed by September. Productions are in October and January. All students are expected to attend auditions, complete a contract to accept their position, pay the production fee on time and attend rehearsals each day called from 2:45-5:00.

❖ **TEXAS THESPIANS FESTIVAL/NATIONAL THESPIAN FESTIVAL:** Each November we have the opportunity to take 14 competing events to Grapevine to the Texas Thespian Festival. This is open to any inducted Thespian enrolled in a Theatre/Tech 2, 3, 4 course. Auditions will be in class in September. Students selected for this trip will be expected to be outstanding representatives of the TTC and Tompkins at the statewide convention. They will be responsible for rehearsing and preparing their competitive piece to the best of their ability, pay the fees associated with the registration and travel on time, attend festival classes, as well as adhere to the conduct standards of Texas Thespians. Those students competing at this event will have the opportunity to advance to the National convention in June each year.

❖ **NIGHT FLIGHT:** The TTC kicks off the yearly season with our Night Flight, 24 hour play festival. This is produced over 24 hours in September. Sign ups for this event will happen the week of and be open to the first 80 students. This event is our first fundraiser of the year and a great launching pad into the department and year!

❖ **TROUPES:** Each semester in December and April, students will produce an evening of original works in various styles/forms of theatre. This production will be organized by the VP of Student productions with the guidance of the directors. Each troupe is directed by senior or junior students. Auditions and rehearsals will begin approximately 2 months prior to opening each day from 2:45-5:00. Each student involved will be expected to treat the production process professionally and attend each rehearsal and show.

❖ **THEATRE 2 CLASS PRODUCTION:** This is a requirement for the Advanced Theatre 1/Theatre 2 course. The class will alternate years with 30 in 60 and a children's show for elementary students. This allows underclassmen to experience two types of production processes. 30 in 60 is a Neo-Futurist style show inspired by the New York NeoFuturists based out of New York and Chicago. Students will learn the tenants and writing style to create their own plays to perform in this face paced audience participatory experience. Alternating with 30 in 60, students in the Theatre 2 course will produce a children's show for elementary schools.

❖ **FINE ARTS MUSICAL:** Alternating years with a large proscenium mainstage production, the fine arts department will produce a musical in January. Auditions and crew application will be open at the start of school on the producing year. Auditions will be open to all students and consist of singing, dance and acting portions. Crew members will apply through an application and portfolio submission process. All cast and crew members are expected to attend auditions, complete a contract to accept their position, pay the production fee on time and attend rehearsals each day called from 2:45-5:00.

❖ **THE U.I.L. ONE ACT PLAY CONTEST:** Each year 24 students from the upper level courses can audition in class for the UIL One Act Play. Auditions will happen in the fall semester and are open to any upper level theatre student. Rehearsals will begin at the end of January and last until the show does not advance in the contest. Students in this production are expected to uphold the values and standards of the TTC and Tompkins High School. They are expected to attend rehearsals, performances and contests and be representatives of the TTC and Tompkins to the community.

# TOMPKINS THEATRE COMPANY CODE OF CONDUCT

## **Theatre Chain of Command**

Directors - Mr. McManus and Mrs. Morris  
Stage Manager and Assistant Stage Managers  
Crew Heads  
Cast and Crew

### **Students involved in Theatre and Tech Theatre 2-4 will:**

Abide by school policies and rules  
Respect the space, props, set pieces  
Put phones away per school and department policy  
Clean up after yourselves in all areas including the classroom and shops  
Dress appropriately for movement, work outs, acting, etc.  
Audition for cast or tech all productions throughout the year.  
Pass all theatre courses taking  
Abide by the KISD Student Code of Conduct

### **As a member of the TTC, students will:**

Have courtesy, honor, integrity, and perseverance  
Be honest and avoid withholding information that can negatively affect the culture and climate of the team.  
Mitigate schedule conflicts by communicating with directors, keeping up with departmental calendars, offering two weeks notice of schedule conflicts. Present planned absences a week in advance.  
Use social media and all modes of communication appropriately and follow appropriate phone/social media use guidelines (below)  
Attend scheduled rehearsals and events. 3 unexcused absences can result in removal.  
Attend scheduled company meetings. 3 unexcused absences can result in removal.  
Follow the production contract created for each unique production and have a parent sign the production contract.  
Avoid fraternizing or engaging in romantic interactions with other members of the TTC.  
Assist with departmental initiatives during off-campus class periods or study hall periods.  
Understand and implement a healthy and positive social media presence.  
Practice a healthy and legal lifestyle. Vapes, illegal drugs, and alcohol are prohibited and illegal.  
Be a positive and encouraging influence in the community.  
Attend other departments' events and neighboring high school theatre performances  
Encourage, plan, and attend interdepartmental events  
Foster positive connections with new incomers and underclassmen  
Meet deadlines for form completion and fee payment.  
Communicate with directors as soon as financial aid is needed.  
Accept all of the members of the TTC. Bullying will not be tolerated.  
Pass all courses per the UIL policy - Student will attend tutorials as needed  
Abide by the KISD Student Code of Conduct and Campus policies.

### **Students involved in an after school production will:**

Audition for the cast and/or apply for crew positions  
Attend after school rehearsals as required by the director.  
Complete the TTC General Membership form  
Students auditioning for a part in the play may not have their parent call or email regarding casting decisions or crew assignments. ONLY Students may ask about casting decisions or crew assignments, if absolutely necessary. This may be done 2 weeks after a play or musical has been cast, no earlier. Students and parents who do not abide by these rules may hurt their chances of being cast or assigned to crew in future productions.  
Directors reserve the right to change audition dates, audition requirements and criteria for casting and selecting a

crew for select productions.  
Complete forms and pay fees on time  
Communicate with directors and stage managers  
Keep up with calendar daily  
Have script, journal and pencil at all rehearsals.  
Abide by the KISD Student Code of Conduct

## **Students in participating in an TTC event after school hours**

-Social Events School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. Students leaving before the official end of a non-instructional day event may not be readmitted. (*KISD Student Code of Conduct Pg. 43*)

## **Appropriate Phone/Social Media Use Guidelines**

Make positive comments, as opposed to negative ones  
Avoid targeting others, even without mentioning specific names whether in a private or public platform (subtweeting)  
Only send appropriate photos, videos, audio recording, or texts to anyone  
Officers should only have one group chat  
Officers and Committee members need to confirm messages  
Phones will be unused and placed in a phone collection container during rehearsals and performances  
Joining the group chat and/or Remind that pertains to a production, by the deadline, is mandatory  
Seek consent prior to taking photos, video recordings, or audio recording. Also seek consent prior to posting any photographic or recorded material.  
Self-advocate if you do not wish to be recorded

## **Production Rehearsals:**

- Be on time! Rehearsals begin at 2:45.
- **NO Cell Phones onstage, backstage, unless approved by director. No notes will be taken on phone.**  
**Student must have a journal dedicated to notes and designs.**
- Be fully focused and respectful to all directors, stage managers, cast and crew at all times.
- Check the Callboard and other forms of communication (Remind, Instagram, Etc.) daily for updates and information.
- When you are not on stage rehearsing, you are WATCHING and LISTENING to who is on stage and learning.
- When you are done with a tech job, ask for another one.
- Follow all safety rules and regulations when working in or around an active set build/light hang, etc.
- Take all direction respectfully the first time it is given whether it is from a stage manager, student director or director.
- Meet all deadlines. A missed deadline (*e.g., turning in forms late*) may result in the loss of a thespian point or being pulled from a production.
- If currently cast in a production, do not change your appearance without permission (*no haircuts or dying of hair, no piercing or tattooing*).
- Briefing, DeBrief and warm ups are mandatory for cast and crew. Skipping these without prior notice will result in loss of thespian points or removal from the production.
- Weekday Rehearsals are from 2:45-5:00, Saturday rehearsals are as determined by production needs. You are not dismissed until a director dismisses you.
- Pick up after yourself during rehearsals and productions. All found items will be sent to campus lost and found or thrown away.
- You must be UIL Eligible at the time of performance. If any student is failing during the rehearsal period, that student will prioritize tutorials during enrichment and after school instead of attending rehearsals.
- The rehearsal schedule can be found at [Tompkins theatre.com](http://Tompkins theatre.com) and on the callboard.

**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 process or backstage.**

## Rehearsal Absences and Tardies

*For further information on school absences please refer to the SCHOOL ABSENCES section of the KISD Student Handbook on pg. 31-33*

- All known rehearsal absences or tardies must be given to the stage manager AND the director 24 hours in advance. Failure to do so can result in a loss of a thespian point.
- Conflicts written on auditions sheets are for a general idea of student's availability. Just because you wrote it on the audition sheet does not mean the directors approve it or will remember.
- For ALL doctor appointments, the Student Director must be notified in writing 24 hours in advance. Even if the appointment is scheduled during the school day, if it runs late and you are late to rehearsal, it's an unexcused tardy. During the rehearsal and production run of a show, please, if possible, schedule appointments in the morning. Please take care of yourself during rehearsals and get plenty of sleep and drink out of your own personal labeled bottle of water.
- If you are absent from school, please email a director AND stage manager ASAP that morning to let us know.
- Be present (both literally and mentally) at all rehearsals. Absences potentially jeopardize future casting consideration.
- An unexcused absence may result in the loss of one Thespian point or removal from the production
- Students must attend all scheduled rehearsals, including Saturdays and other mandatory rehearsals.
- A student is unexcused tardy if they come in late without a note from a teacher or a conversation with a director before hand.
- Frequent rehearsal tardies and/or unexcused absences can result in loss of thespian points and production participation.

### Conditions of Removal:

A student will be temporarily inactive from the Company if he/she

- receives a grade of below 70 in any course on the previous six weeks report card. AP, PreAP and Dual Credit courses are exempt from this requirement per UIL rules. The student may be reinstated after three weeks when the following progress report demonstrates adequate improvement per UIL rules.
- receives two Ns or one U on a report card.
- Is assigned ISS and may not participate in any Company activities during the day of the ISS assignment.
- Continually exhibits behavior during class or company activities that is continually distracting or disturbing to others.
- commits a Level III Offense or higher. Tompkins Theatre Company will have a zero tolerance policy for infractions involving drugs, alcohol or vaping.
- Fails to abide by the play production contract.
- Has excused absences that have accumulated to an excessive amount (to be determined by the director based on: reason for absences, the size/demand of the role, the student's preparation for the role, and amount of rehearsal time left.)
- If demeaning, degrading or inappropriate content is found posted to social media accounts. This includes public, private and spam accounts.

\*\*\* If a student is removed from the production because he/she is removed from the organization, the director of the production is not obligated to reinstate the student into the production, even if the student is reinstated into the organization. (Note: The general policy is that once a student is out of a production, he/she remains out, except in the extremely rare case where a lack of personnel for a production demands that we reinstate the student into their original role.) The director(s) reserves the right to decide whether or not the student will be reinstated and under what conditions.

The TTC abides by the policies and procedures set by the district outlined in the Discipline Management Plan found here.

[https://tx50010808.schoolwires.net/cms/lib/TX50010808/Centricity/domain/3831/documents/Discipline\\_Management\\_Plan.pdf](https://tx50010808.schoolwires.net/cms/lib/TX50010808/Centricity/domain/3831/documents/Discipline_Management_Plan.pdf)

## Eligibility

Senate Bill 1 mandates that students who participate in extra-curricular activities such as Theatre Productions, U.I.L. One Act Play and field trips must receive a grade of no less than 70 in each of their non A.P. classes. A student will be suspended from participation in ALL extra-curricular activities sponsored or sanctioned by the school district for a minimum of 3 calendar weeks after a grade reporting period if any grade is lower than a 70 in any class.

Students who were eligible before the failing grade report will not lose eligibility until 7 calendar days after the end of the grading period.

Ineligible students must wait 7 calendar days after the end of the three-week evaluation period and/or the grading period to regain eligibility, whichever comes first.

All Theatre activities outside of the normal academic day are considered "extensions of the classroom" or "curricular" activities. However, all theatre public performances, all U.I.L. contests and their related activities, and any field trips are considered "extra-curricular" and fall under the Eligibility mandate.

**STUDENTS MUST PASS ALL non-A.P. CLASSES WITH A 70 OR ABOVE!!**

## TTC Production and Travel Scholarships

We firmly believe finances should never be a reason why a student does not get to participate and experience any of the events that the TTC has to offer. Throughout the year students will be responsible for paying show and trip fees for various events. The Booster Club has set aside money for students that are in financial need. A student inquiring about any type of assistance can email the booster treasurer at [tcbctreasurer@gmail.com](mailto:tcbctreasurer@gmail.com) and copy Mr. McManus or Mrs. Morris. Students and parents can also fill out the form and drop it in the safe or email a signed copy to ask for financial assistance for production fees or travel expenses.

Requestors can ask to extend a deadline, pay partial or ask for full support. Requestors may also be asked by the Booster club to volunteer at events or sell program ads in place of financial support depending on the production and amount requested. Playbill forms can be found online or from a director.

## International Thespian Troupe #7963

The International Thespian Society (I.T.S.) is the only organization to honor secondary school students for outstanding work in theatre. Thespian membership is granted for the performance of meritorious work in theatre arts which meets the Society's general guidelines. As a member of the troupe you will have fun while learning and growing as an individual as well as helping in the community. Upon induction to our Thespian Troupe, members become eligible to attend the State and International Thespian Conventions and compete in the various acting and technical workshops. Thespians are also eligible to apply for scholarships through the ITS and Texas Thespians.

Transfer students (*from other High School Thespian troupes*) must wait until after induction in May of each school year to be officially transferred into the Thespian Troupe, and are expected to earn a total of 8 Thespian points in the TTC before transfer.

The International Thespian Society high school point system listed on the EdTA website is merely a guideline for awarding points. *The determination of the value of participation is the decision and the discretion of the individual troupe director.*

The following are *general guidelines*

Points can be earned through various means.

Mainstage Production (Cast or Crew) - 8 points



Troupes (Spring/Fall) - 4 points

30 in 60 - 4 points

Night Flight - 4 points

Comedy Sportz - 8 points

One Act Play - 4 points

One Act Play Advance - 1 point per round past Zone

UIL Design - 4 points for state qualification, 1 point for attending state

Officer Position - 4 points/year

Committee Member Position - 2 points/year

Theatre Class enrollment - 1 point/year/class

Texas Thespian Festival - 3 points

International Thespian Festival - 5 points

Volunteer Work - 1 point per project

Outside School Performances (ie - TUTS, Showtime, etc.) - 1 pt. Per show

Workshops/Classes/Summer Camps - 1 point per 10 hours of classwork

Junior Thespian Member - 2 points with proof of participation

• All transfer students, moving to Tompkins High School from another high school, and already an inducted Thespian from another troupe, can still transfer over their membership to Troupe 7963, but must be officially inducted into Troupe 7963 in May before participating as a Thespian.

Once you have earned 12 points at Tompkins High School (Troupe 7963), you can apply in April to be inducted into the International Thespian Society Troupe 7963. This is open to all 9th, 10th and 11th grade students. You will experience Thespian Induction Week and go through an induction ceremony at banquet. Once inducted you will receive your official Thespian card and will sign the roll displayed in the trophy case among the other Thespians in our Troupe.

## **Texas State Thespian Convention**

The Texas State Thespian Convention is held the week before Thanksgiving, in November, each year in the North Dallas area. It is the student's financial responsibility to pay for the trip. Convention is an honor and a privilege, and the education you receive from going is invaluable.

In order to be invited to attend the convention all the following criteria must be met for a Thespian of Troupe 7014 to attend the annual Texas State Thespian Convention in the Fall:

- The student must be an inducted Thespian in Troupe 7963
- The student must be enrolled in an advanced Theatre class (Acting, Tech,) the school year in which the Thespian Convention is being held.
- The student must audition to compete in an individual or group event while attending the Texas State Thespian Convention (Technical IE's, Acting IE's)
- The U.I.L. No Pass/No Play standards will be in effect. No student currently ineligible at the time of the

- convention trip will be allowed to attend and refunds will not be offered.
- School discipline infractions will prevent attendance.

All Thespians in good standing with the Theatre Company and that meet the above requirements will be evaluated on attendance to rehearsals, their professionalism, dedication, and how long they have been an inducted Thespian in Troupe 7963 by the directors each school year..

If all the above criteria are met, the Theatre Directors will consider inviting the student to attend the Texas State Thespian Convention. The students must pay the initial down payment of a minimum of to reserve the bus and hotel by the given deadline. The final payment of the convention costs and required forms must be completed by the due date posted online and on the callboard.

Travel Students who have the opportunity to travel in connection with the Katy 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 Katy 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 Katy 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 Katy ISD Permission for Student/Parent-Provided Transportation is approved by the campus principal. It is the responsibility of each Katy ISD Sponsor to submit a Request for Student Trip (found on Online Forms). 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:

1. Be on time for all trips
2. Dress neatly and in compliance with the district's dress and grooming policy
3. Be on their best behavior in restaurants, hotels, buses and/or other vehicles
4. Take care of any equipment assigned and return it to the proper storage location upon return to the school
5. Promptly obey all instructions given by either the coaches/sponsor(s) and/or school-approved adult chaperones. (*KISD Student Handbook Pg. 50*)

## SENIOR THESPIANS

Once inducted into the International Thespian Society, students can earn points toward graduation cords. These cords can be applied for in April of the student's senior year and granted to the student per point accumulation and director discretion. Students must be enrolled in a course their senior year to be considered for graduation cords.

Honor Cord - 2 years of class enrollment and involvement, point accumulation as decided by the directors each year

National Honor Cord - 4 years of class enrollment and involvement, point accumulation as decided by the directors each year

### Letter Jacket Awards

The following guidelines are determined, in part, by OTHS Administration for all OTHS Letter Jacket Awards.

To earn an Award Jacket in Theatre, A STUDENT MUST:

- Meet all T.E.A. academic requirements
- Be a member in good standing of the Theatre Program
- Participate in a minimum of two mainstage productions

- Be enrolled in and/or completed an “upper” level Theatre class, e.g. Theatre 2,3,4; Technical Theatre 2,3,4; Theatre Productions
- Accumulate a minimum of 15 points per Katy ISD Theatre Letter Jacket form
- Have the recommendation of the Theatre Directors
- Commit to continued involvement in the department until graduation

Students wearing letter jackets represent more than their own individual achievement. As a letterman you represent the values and idea of the TTC to the school and community. As you wear your patch you are saying that you are an honor student in the department and promise to represent the TTC and OTHS in a positive light. In applying and purchasing a letterman you are also committing your involvement in the company for your remaining time in high school. Any student committing a serious offense as described in the Katy I.S.D. Student Code of Conduct, or the organization by-laws, which may bring disrepute 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. Tompkins Theatre Company or Tompkins High School is not responsible for money spent on the letter jacket, and not being able to wear it again.

Students can pick up a Letterman Jacket form from the call board, complete and turn into Mr. McManus when they believe they have earned the requirements.

## **Theatre Company Officers and Leadership Team**

All officers must be upperclassmen, enrolled in a theatre course during their time in office. If a student drops a course or fails to meet the requirements of the position, they will forfeit their officer position for the remainder of the year. Committee Members can be any TTC member that has applied and enrolled in a theatre course during their time in office. If a student drops a course or fails to meet the requirements of their committee position, they will forfeit their position for the remainder of the year and will not be able to apply for officer the following year.

All officers and committee members are required to attend all events throughout the year. They will be the first to arrive, assist in set up and break down and be the last to leave. They will audition or apply for crew for all productions. Failure to attend events will result in removal from office.

## **Presidential Executive Board of Officers**

### *LEADERSHIP*

- Provide leadership to officers, committees and company
- Be the representative and face of the TTC to the company and campus
- Booster club liaison
- Communicate weekly with directors and officers on needs and issues of the company
- Coordinate enrichment and off campus meetings for officers and committee members
- Develop meeting agenda to send to the rest of the officer team
- Implement initiatives of the TTC and Troupe 7963
- Connect with other Katy area schools
- First one here, last one to leave for all events
- Connect with middle school and elementaries
- Connect with other campus and district departments
- Assist VPs in troupe selection, directing, casting and production process

### *COMMUNICATION*

- Keep membership records and attendance records
- Organize and form a whats app group for leadership team
- Work closely with directors to run the REMIND App for TTC Announcements for each show
- Take meeting notes for leadership and company meetings, send out to leadership and directors
- Maintain rehearsal schedules in collaboration the VP Student Productions
- Work closely with the Marketing Team of each production to create publicity campaigns for each production
- Serve as an alumni connections board to maintain relationships
- Work with boosters to carry out initiatives and communication

#### EVENT PLANNING

- Connect with elementary schools and middle schools for program/play attendance, workshops, help in their departments
- Organize service projects and other philanthropic initiatives
- Plan and implement the Thespian Induction Week, Mentor Mentee Activities
- Attend and publicize spirit nights and other fundraising events for the TTC
- Establish service projects and community outreach
- Coordinate all company activities with directors: including but not limited to social activities, spirit nights, parties, outreach events and service projects.

### **VP of Student Productions**

- Oversee all aspects of Night Flight, Troupes and 30 in 60
- Train new directors, writers, SMS, technicians, performers for student productions
- Oversee Comedy Sportz as directed by the directors and Captain
  - Work closely with the Captain to maintain attendance and ticket sales
  - Assist Captain in auditions, practices and match day set up
  - Assist officer team and Captain in publicity
- Work closely with the directors to coordinate Thespian Competition
  - Create whatsapp group of participants
  - Assist participants with competition pieces
  - Assist team with All Star Troupe Board

### **Social and Communication Director**

#### *LEADERSHIP*

- Organize and assist with the development of social activities, holiday parties and spirit nights for the TTC
- Attend and publicize spirit nights and other fundraising events for the TTC
- Design and create merch for the year
- Organize show attendance for other theatre departments in the district
- Work with the marketing team of each department and show to find opportunities for publicity in the community
- promote school spirit, productions and other Tompkins initiatives

#### *COMMUNICATION AND SOCIAL MEDIA*

- Keep historical record of TTC activities and events through photography and videography
- Run all social media platforms with regular postings, publicity campaigns and announcements. Post in a timely manner to the events occurring.
- Maintain callboard and company calendars with announcements, events, sign ups
- Create All Star Troupe Board for Thespians
- Work with the officer team to produce social media content for weekly posts
- Maintain hall trophy case
- Maintain the google drive and harddrives
- Film all productions
- Provide rehearsal footage or photography for publicity/director use
- Create banquet videos
  - Picture slide show
  - End of year video
  - Induction week recap
  - Wake up officers

### **Comedy Sportz Team Captain**

- Serve as captain of the CSZ team for year served
- Organize Thespian Festival Improv Team
- Hold practices during enrichments at least twice a month
- Plan team dinners the night before each match
- Develop team rosters for each away and home match
- Encourage and keep track of ticket sales

- Communicate with team through a Whats App group
- Work with managers for home match set up
- Select and train Mr. Voice for home matches
- Keep a record of player match and practice attendance
- Work with the other officers on publicity of events and special projects
- Enforce and adhere to the policies set in place for the Comedy Sportz Team and managers

## **FELLOWSHIP COMMITTEE**

*To be formed in August each year*

- Participate in all activities of the TTC. Commit to attending, setting up and cleaning up.
- Attend/Participate in all theatre productions and events
- Encourage school and department spirit across the campus and community.
- Assist the officer team in planning and implementation of initiatives and events.
- Maintain space during rehearsals to keep our space clean and safe
- Train for director, writers, SMs, technician, performer for future student productions
- Work with VPs, executive board and directors by communicating problems in a timely manner
- Assist in planning and attending all holiday parties, social events/cast parties, outreach opportunities, Thespian Induction Week

Tompkins Theatre Company may apply in April by online application to be considered for an officer/leadership position. All officers must be able to abide by ALL of the following regulations and responsibilities:

- complete officer application by the due date
- Parent and officer will sign contract upon acceptance of their role
- Exhibit effective leadership all school year as well as lead by example
- carry out the duties of his/her individual office all school year
- manage their individual committee with weekly meetings and hold planned monthly outings/events
- attend all TTC meetings, events and productions, school wide events, recruiting events and weekly officer meetings as scheduled by the troupe director all year long
- maintain a high level of dedication and involvement in TTC. all school year
- be a leader and an example for all theatre students on and off the stage, showing respect to each other, the directors and fellow theatre students.
- be enrolled in an Upper Level Theatre course for the entire school year (Theatre 2 or higher or Tech Theatre 2 or higher)
- have passed ALL (PreAP/ AP included) classes each six weeks the previous school year - Grade checks will be required
- Understand, that officers are held to a higher standard than anyone else in the company and professionalism, dedication and love for all of theatre is a must.
- Must keep in line with the TTC Social Media Standards and be subjected to random social media checks. If an officer has anything considered inappropriate posted on their social media they will be removed immediately. Officers must be held to high standards and know what they post on social media can reflect on the theatre company.
- If an officer is no longer able to carry out his/her duties effectively, or have been removed for not fulfilling their duties effectively, the directors may divide the duties among the current officers OR appoint a replacement.

## **Alterations and amendments to the Company Bylaws and Handbook.**

- The director(s) may make amendments to the Company Bylaws at any time during the school year so long as the amendments do not change the original intent of the bylaws. Members will always be made aware if amendments are created.
- The director(s) may reevaluate the Company Bylaws annually and make alterations for the following academic year. Members will always be made aware of any alterations of the bylaws and handbook policies

## TTC Handbook Agreement Contract

This Agreement is made and entered into by and between:

**Student Name:** \_\_\_\_\_ **Parent/Guardian Name:** \_\_\_\_\_  
Tompkins Theatre Company - Tompkins High School

The above student and their parent/guardian acknowledge that they have received, read, and understood the Student Officer Handbook for the Tompkins Theatre Department.

The student and parent/guardian hereby agree to the following terms and conditions:

**1. Acknowledgment of Receipt**

The undersigned student and parent/guardian confirm that they have received a copy of the TTC Student Handbook. They understand the policies, rules, and expectations outlined in the handbook.

**2. Commitment to Compliance**

The student agrees to abide by the rules, regulations, and expectations as outlined in the TTC Handbook. The student understands that failure to adhere to the policies in the handbook may result in disciplinary action, including but not limited to warnings, suspension, or dismissal from the program.

**3. Parental Responsibility**

The parent/guardian agrees to support the student in understanding and complying with the guidelines set forth in the TTC Handbook. They further understand that their involvement and encouragement are essential for the student's success in the program.

**4. Changes to the Handbook**

The student and parent/guardian understand that the TTC Handbook may be updated or revised periodically. Any changes to the handbook will be communicated to the student, and the student is expected to comply with updated rules and guidelines.

**5. Acknowledgment of Consequences**

The student acknowledges that violation of the rules in the handbook may result in disciplinary action, including but not limited to verbal or written warnings, probation, suspension, or expulsion from the program. The parent/guardian acknowledges that they will be notified in the event of any significant violations.

**6. Agreement**

By signing this contract, both the student and parent/guardian agree to be bound by the policies and procedures outlined in the TTC Handbook and accept the consequences of non-compliance. This agreement will remain in effect for the duration of the student's enrollment in the program.

**Student Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

Date: \_\_\_\_\_