

# HANDBOOK

Jordan High School Theatre Dept



## 2024-25

27500 Fulshear Bend Drive  
Fulshear TX 77441

[jtctheatre.org](http://jtctheatre.org)

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# WELCOME

Jordan Theatre Company was founded in August of 2020. Starting a theatre company in the middle of a pandemic is no small feat. The hardships of that first year served as a rock-solid foundation for a theatre company dedicated to inclusion, innovation, and the unrelenting pursuit of artistic excellence.

This year, Mr. Midkiff will teach Tech Theatre I-IV. Mrs. Villano will teach Theatre Arts I-IV. Mrs. Villano will also teach Production Theatre. Each course is designed to hone the skills required to become a successful, well-rounded theatre artist. Students will learn to think critically and draw their own conclusions. They will solve problems with creativity, teamwork, and trust. Students will learn to be honest with themselves and vulnerable to their fellow artists.

We plan to produce four major shows this year and participate in the UIL One-Act Play Contest. While participation in these productions is optional, each one of them will challenge its participants as artists and strengthen their abilities. This is where we put our skills to the test.

The information contained in this handbook will provide students and parents with the guidelines and expectations for success in each of the theatre classes and extracurricular platforms. You will also find important information about being a member of Jordan Theatre Company (JTC), Thespian Troupe 10042, and the JTC Booster Club. Be sure to read carefully and feel free to ask any questions you might have; please note there's a Glossary at the end.

Sincerely,

## **Andrew Midkiff**

Technical Director and PAC Manager  
andrewcmidkiff@katyisd.org

## **Heather Villano**

Director of Acting  
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# COURSE DESCRIPTIONS

**THEATRE ARTS, TECHNICAL THEATRE AND THEATRE PRODUCTION** are hands-on, project-based courses that encourage both teamwork and personal responsibility. Each level is designed to build on previous levels, the first level in each course being an overview of essential skills.

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. They are available for you or your parents through the T.E.A. website or the directors' offices.

Theatre courses incorporate a wide range of theatre elements which may include\*, but are not limited to:

- Theatre appreciation
- Theatre History
- Dramatic structure
- Script analysis
- Movement
- Stage elements
- Improvisation
- Vocal Technique
- Research
- Stage management
- Stage properties
- Make-up application
- Light Design
- Scene design
- Carpentry
- Costume design
- Sewing
- Sound design
- Publicity/Public Relations
- Play writing

\* *Technical theatre classes do not incorporate the performance-based subject areas*

## THEATRE COURSES

There are three streams of study in the Theatre Department: Theatre, Technical Theatre and Theatre Production.

### Theatre Arts

Courses: 7411 Theatre I, 7412 Theatre II, 7413, Theatre III & 7414 Theatre IV

Prerequisite: previous level for II-IV

Credit: one per course

Theatre Arts emphasizes the development of performance skills, acting techniques, interpretation of dramatic literature and the historical evolution of performance styles. Principles of production are studied and applied through performance. Advanced Theatre courses study the art form's cultural contributions of the theatre, plays and performances while continuing to develop production styles and techniques through advanced acting, directing and production applications. Students develop and perform college- level audition material. NOTE: Theatre satisfies the FHSPE communication skills component.

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## **Technical Theatre**

Courses: 7451 Technical Theatre I, 7452 Technical Theatre II, 7453 Technical Theatre III & 7454 Technical Theatre IV

Prerequisite: previous level for II-IV

Credit: one per course

These courses combine study of various theories of design and stagecraft techniques with actual construction and operation of varied components of technical theatre. Students study staging, design, scenery, properties, lighting, costuming, makeup and sound. Enrollment is limited due to safety requirements.

Advanced courses emphasize design of scenic, properties, lighting, sound, costume, makeup and publicity as well as stage management and production and theatrical business management. These courses afford the opportunity to design projects and materials for professional portfolios for entrance into a university theatre program or theatrical career.

## **Theatre Production**

Courses: 7521 Theatre Production II, 7522 Theatre Production III  
& 7523 Theatre Production IV

Prerequisites: audition / interview with directors and Theatre I

Grades: 10 - 12

Credit: one per course

Each course provides a laboratory learning experience for the exploration, development, and synthesis of the elements and components of theatre through production activities. Students are required to participate in **ALL** Theatre Department productions, including extracurricular components, after school and weekend activities.

# PERFORMANCES IN 2024-25

Listed below are the seven performances / shows that will be produced through Jordan Theatre in 2023-24. Varying eligibility and sign-up requirements apply. Some dates and requirements may change due to unforeseen circumstances.

## FALL MUSICAL

Title:	<i>Rock of Ages</i> by Chris D'Arienzo
Eligibility:	JTC members only
Participation fee:	\$150 due with registration (if selected)
Crew Interviews:	August 20. Sign up on the Callboard
Auditions:	August 6 and 7.
Rehearsals:	Monday-Thursday 3:30-6:00
Performances:	October 4-5, October 11-12. Tickets sold online and (if available) at the door

## FALL PLAY

Title:	<i>Emma</i> based on the novel by Jane Austen; Adapted by Michael Bloom
Eligibility:	JTC members only
Participation fee:	\$75 due with registration (if selected)
Crew Interviews:	October 24. Sign up on the Callboard
Auditions:	October 22-23
Rehearsals:	Tuesday-Thursday 3:30-6:00
Performances:	December 12-14. Tickets sold online and (if available) at the door

## **SPRING PLAY**

Title:	<i>King Lear</i> by William Shakespeare
Eligibility:	JTC Members Only
Participation fee:	\$75 due with registration (if selected)
Crew Interviews:	January 9. Sign up via Callboard
Auditions:	January 7-8
Rehearsals:	Tuesday-Thursday 3:30-6:00
Performances:	February 20-22. Tickets sold online and (if available) at the door

## **U.I.L. ONE ACT PLAY CONTEST**

Title:	<i>This Girl Laughs, This Girl Cries, This Girl Does Nothing</i> by Finegan Kruckmeyer
Eligibility:	Theatre Production and Tech III/IV
Participation fee:	\$75, due with registration
Auditions/ interviews:	In Class
Rehearsals:	During Class
Clinics:	TBA
Competition:	Zone: March 8 at SLHS District: March 19 at MRHS
Performance:	March 1. Tickets sold online and (if available) at the door.



## THEATRE X

*Student written, directed and produced short plays. Students will write plays and submit them for approval. A group of student directors will select the plays they want to direct.*

*Student directors will hold open auditions for any theatre students who wish to act. Tech students will take on the design and build process for each play. Directors will submit a rehearsal schedule. Directors will meet with Midkiff Twice a week to check on progress.*

Eligibility:	JHS theatre students
Participation fee:	\$50 directors, crew and actors with registration
Script Submission due:	February 1. Approximately 15 minutes long with school-appropriate language
Director applications:	February 1
Crew interviews:	March 21
Auditions:	March 20
Rehearsals	Tues-Thursday 3:30-5:00
Performances:	April 17-19. Tickets sold online and (if available) at the door.

# JORDAN THEATRE COMPANY

## WHAT IS JTC?

The Jordan Theatre Company (JTC) is a student-driven club. It is the optional, extra-curricular extension to theatre studies at Jordan High School. Membership is open to all students at JHS who wish to take their theatre skills to the next level. Membership in the company is obtained by filling out a form (found on the Callboard) and paying the company membership fee of \$65.

Membership entitles students to:

- a JTC t-shirt
- an 8 x 10" professional headshot,
- invitations to attend JTC outings, activities, & workshops,
- Opportunity to apply to participate in JTC shows,
- Opportunity to earn points toward membership in the International Thespian Society,
- leadership, performance and community service opportunities, and
- voting rights at JTC meetings.

## JTC MEETINGS

- Students who are paid members of the JTC in good standing have the opportunity to attend company meetings and vote on company matters.
- JTC meets after school on the first Monday of each month. In the event of a holiday or other conflict, the meeting may be rescheduled, and most likely this will be to the following Monday.
- Each meeting lasts approximately 30 minutes.
- Please visit the Callboard for the meeting schedule.

## SOCIAL EVENTS

Past and potential future events include:

- JTC Kickball Game
- Halloween Party
- Movie night

- Holiday Party
- KISD Theatre Mixer
- Board Game Night
- Karaoke Night
- Annual JTC Awards Banquet

Group outings to support JHS events and other schools' theatre productions are expected to be added to this calendar as details become known. Production after-parties are held after the closing night of each production.

## **STAGE MAKE UP ORDERS**

Students may order their stage make-up through JTC. We will do a big order of makeup kits in the fall and another in December. We will offer Ben Nye Personal kits (\$28) and Ben Nye Theatrical Kits (\$78). All students cast in a show are required to have their own stage makeup kit. If you do not order with us, you will have procure your own.

## **JTC CHARITY**

JTC selects and supports one or more charities each year. Community outreach is an important aspect of JTC membership.

## **STUDENT LEADERSHIP**

Jordan Theatre Company and Troupe 10042 are led by five elected officers: President, Vice-President, Secretary, Treasurer, Historian and Publicity Officer and five elected committee chairs. The officers and committee chairs run and manage meetings, organize social events, track Thespian points and help the director shape the theatre department. Other thespian members are invited to serve on one of the five committees: Hospitality, Outreach, Social, Membership, Publicity. Students will sign up for committees at the first JTC Meeting of the year.

Officer elections take place near the end of each school year in preparation for the following year. Students must be inducted and active members of Troupe 10042 for the academic year leading up to candidacy for an officer position. Newly inducted members of Troupe 10042 are eligible to serve as committee chairs for the following school year. All officers and committee chairs must maintain active membership (as defined below in the section titled "Active Memberships") during their year of service. Any officer or chairperson who does not maintain active membership will be removed from their position and ineligible to run for another position for one full year.

All officers and committee chairpersons must maintain a high standard of conduct within Troupe 10042, Jordan High School, and the community. Any officer or committee chair found engaging in behavior unbecoming of a leader, as determined by the company director or campus

administration, will vacate their position and will be ineligible to serve as an officer or chairperson during the following academic year. Unbecoming behaviors include but are not limited to:

- Bullying as defined in the Katy ISD Student Code of Conduct
- Any form of physical, verbal, or emotional abuse directed at peers
- Vandalism and/or theft of school or JTC property
- Any offense that results in suspension from school (ISS, OAC, OSS)
- Academic dishonesty as documented by campus administration
- Any violation of the Katy ISD Student Code of Conduct

Any JTC member is eligible to serve as a committee member. Committee members are required to attend each monthly committee meeting. If more than three meetings are missed in the course of an academic year, the committee member will be dismissed from the committee. Committee chairs and officers will report to the company director any behavior that is deemed detrimental to the activities of the committee. Any committee member whose behavior is deemed detrimental to the activities of the committee can be dismissed from said committee by the company director. Dismissed committee members may rejoin the committee in the following academic year provided the original offense has been corrected to a satisfactory degree as determined by the company director.

# I.T.S. TROUPE 10042

This is the theatre honor society at Jordan High School.

## WHAT IS THE INTERNATIONAL THESPIAN SOCIETY?

The International Thespian Society (I.T.S.) is an honorary organization that was founded in 1929 for high school and middle school theatre students located at more than 4,900 affiliated secondary schools across America and abroad. The mission of I.T.S. is to honor student achievement in the theatre arts. High school inductees are known as Thespians and junior high/middle school inductees are known as Junior Thespians. More than 2.3 million theatre students have been inducted into the ITS since its founding.

ITS is a division of the Educational Theatre Association (EdTA) a national nonprofit organization with more than 135,000 students and professional members. EdTA's mission is shaping lives through theatre education by, amongst other things, honoring student achievement in theatre and enriching their theatre education experience.

## I.T.S. TROUPE 10042

International Thespian Troupe 10042 was established at Jordan High School in May 2021. The troupe is the honors component of Jordan High School's theatre program. Its purpose is the advancement of standards of excellence in theatre. Engagement in the troupe encourages students to attain a better mastery of the theatre arts and rewards those who achieve it with induction into the troupe. Thespians achieving honor ranks and scholar distinctions shall receive recognition of their exemplary accomplishments.

Upon induction to the troupe, members become eligible to attend the State and International Thespian Conventions and compete in the various acting and technical competitions held at those conventions. Thespians are also eligible to qualify for distinctions, apply for scholarships through the I.T.S. and Texas Thespians, seek election as an officer or vote on the election of an officer.

The troupe operates pursuant to a Constitution and By-laws to be adopted at its first meeting.

## QUALIFYING FOR MEMBERSHIP

Membership in Troupe 10042 is offered to students who demonstrate the performance of meritorious work in theatre arts. Specifically, students must:

- Be enrolled in a theatre course during the academic year following induction
- Be a member of the Jordan Theatre Company,
- participate in at least one full-length theatre production at Jordan High School, and
- earn at least 10 Thespian Points by April 30 of the year of induction

Where a point-earning activity is scheduled to occur after the April 30 cut-off date, the Director may permit a student to claim *anticipated* induction points.

Thespian Points are recorded via a form on the Callboard. More information about how to earn Thespian Points appears under the heading "Thespian Points Guidelines" below.

Transfer students (*from other High School Thespian troupes*) are expected to earn a total of 5 Thespian Points in the Jordan Theatre Company before transfer is complete.

Students coming from a Junior Thespian troupe can retain up to 5 points earned at the junior high level when accumulating Thespian Points at Jordan High School in anticipation of their induction to Troupe 10042.

## **BECOMING A MEMBER**

When students qualify for membership, the Director will notify them in writing that they may join the International Thespian Society Troupe 10042. Students then need to complete a form and pay an induction fee of \$35 by the deadline (usually this is one month before the induction ceremony).

Inductees are requested to attend their induction ceremony in order to secure their membership to the troupe. Induction Ceremonies are held at the end of each school year. At the Induction Ceremony, new members receive an official Thespian membership card, a member's pin and a certificate. New members also sign the Members' Roll that is normally displayed outside the PAC.

Membership in the ITS is for life and any student who is inducted into Troupe 10042 who graduates from Jordan High School becomes a Thespian Alum.

## **ACTIVE MEMBERSHIPS**

For each year of *active* troupe membership, every troupe member will pay an annual fee of \$20 to help defray the cost of troupe expenses and activities. The membership fee is payable within 30 days of the start of each school year.

Active membership is defined by the following parameters:

- Student has paid the \$20 annual dues within 30 days of the first day of the school year.
- Student has been officially inducted into Troupe 10042 by the troupe director.
- Student has earned at least 15 thespian points. 10 of those points must be earned as a member of Troupe 10042.
- Student is enrolled in a theatre course at Jordan High School during any academic year they are enrolled at Jordan High School, following their induction into Troupe 10042. Courses are listed above in section titled "Theatre Courses".
- Student must attend at least 4 official JTC meetings during an academic year.
- Student must participate in either the fall or spring JTC fundraiser.
- Student must participate as either cast or crew in at least one JTC production during each

academic year following induction into Troupe 10042. Eligible productions are JTC Fall Show, JTC Winter Show/Musical, UIL One-Act Play, Theatre X.

- Ushering for a production **does not count** as a crew or cast position.

Only **active** members are afforded the following benefits and privileges:

- Opportunity to attend the Texas State Thespian Festival
- Opportunity to attend the Spring Thespian Trip
  - Students inducted into Troupe 10042 in April will be allowed to go on the trip.
- Opportunity to apply for scholarships through the International Thespian Society and Texas Thespians
- Opportunity to hold office in Troupe 10042, Texas Thespians, and the International Thespian Society
- Opportunity to earn points toward Honor Thespian, National Honor Thespian, or International Honor Thespian.

## Senior Thespian Honors and Privileges

- Graduating seniors who have maintained active membership as defined above for the entirety of their senior year and earned a minimum of 40 thespian points will be allowed to paint a brick in the black box as directed by the company director. Painting will take place during the last 2 weeks of school.
- Graduating seniors who have maintained active membership as defined above and earned a minimum of 50 thespian points will be invited to join the company directors for “Seniors Night Out”. Seniors will enjoy a catered dinner at JHS followed by a show at one of the major performing arts venues in downtown Houston. A fee may be required to help defray the cost of food, tickets, and transportation.
- Graduating seniors who have maintained active membership as defined above for the entirety of their senior year and earned a minimum of 60 thespian points will be presented with an honor cord to be worn at graduation.
  - **Seniors who do not meet all criteria for *active membership* will not be allowed to receive or wear a Thespian Honor Cord at graduation.**

## **AUTOMATICALLY SUSPENDED MEMBERSHIPS**

Students who are inducted into Troupe 10042 who fail to meet ***all*** of the Active Membership criteria are suspended from *active* membership in Troupe 10042 and the suspension remains in effect until the following academic year, provided active criteria are met.

When a thespian is suspended from *active* membership, they are not eligible to participate in troupe meetings and events, earning Thespian Points or hold office. Thespian Points may be awarded for activities undertaken during a thespian's suspension from Troupe 10042 if appropriate documentation is submitted to the director within the first term of the thespian returning to theatre studies at Jordan High School and resuming their membership of JTC.

## **MEMBERSHIP OBLIGATIONS**

All members of Troupe 10042 are required to abide by the following behavior obligations. Any student found to be engaging in behavior unbecoming of a member of the International Thespian society, as determined by the troupe director or campus administration, may have membership suspended. Unacceptable behaviors include but are not limited to:

- Bullying as defined in the Katy ISD Student Code of Conduct
- Any form of physical, verbal, or emotional abuse directed at peers
- Vandalism and/or theft of school or JTC property
- Any offense that results in suspension from school (ISS, OAC, OSS)
- Academic dishonesty as documented by campus administration
- Any violation of the Katy ISD Student Code of Conduct

## **THESPIAN CONVENTION ENTRIES**

*Delegates attending the state thespian convention in November will be required to compete in theatre-related categories. The Texas Thespian State Festival takes place during the third week of November.*



# THESPIAN POINT GUIDELINES

The number of Thespians Points allocated for participation in theatre activities at Jordan High School is determined by the Director, see the list below. One (1) Thespians Point represents approximately ten (10) hours of excellent theatre work (not merely 10 clock hours).

<b>Category</b>	<b>Position/Work Done</b>	<b>One Act</b>	<b>Full Length</b>
<b>Acting</b>	Major Role	4	8
	Minor Role	3	5
	Walk-on	1	2
	Chorus	1	3
	Dancer	1	3
	Understudy	1	3
<b>Production</b>	Stage Manager	4	8
	Assistant Stage Manager	3	6
	Crew Chief	3	5
	Crew Member	2	4
	Designer	2	3
	House Manager	2	4
	Ushers	.5/performance	.5/performance
<b>Directing</b>	Director	4	8
	Assistant Director	3	6
	Choreographer	4	8
	Dance Captain	3	6
<b>Writing</b>	Original Play (produced)	5	8
	Original Film (produced)	4	6
	Original Play (unproduced)	1	2
<b>Festival</b>	Presenting/Competing		3
	Attending		1/day
<b>Officers</b>	President		6

	Vice President		5
	Treasurer		5
	Secretary		5
	Historian		5
	Committee Chair		4
	Committee Member		2
	State Thespian Officer		8
	Student Ambassador		8
	Festival Honor Crew		4
	International Thespian Officer		10
<b>Volunteer</b>			
	Work Day	4 -7hr day= 2	8+ hr day= 3
	Warrior Camp	1	
	Warrior Welcome	1	
	Service Project Day		2
<b>Other</b>			
	24 Hour Play Festival		2.5
	Spring Trip		3
	Comedy Sportz (4 match min)		4
<b>Play Attendance</b>			
	Verified Attendance (must have ticket stub or signed program)		.5

The International Thespian Society high school point system listed on the EdTA website is merely a guideline for awarding points. The director reserves the right to assign extra points when deemed appropriate. Additionally, tasks deemed incomplete will not be awarded points. Examples include but are not limited to: Leaving a performance early, leaving a show or event before being dismissed, being present but grossly off task, being sent home early by the director from any theatre function.

## **THESPIAN HONORS**

Students can earn points towards special distinctions within the Thespian organization.

- Honor Thespian = 60 Thespian points
- National Honor Thespian = 120 Thespian points
- International Honor Thespian = 240 Thespian points

Students earning these distinctions will be awarded pins at the Thespian Induction Ceremony in April of each year. Students may also purchase patches for letter jackets, signifying the accomplishment for \$10 + shipping through the troupe director.

# COMEDY SPORTZ

Comedy Sportz High School League is a competitive improv comedy team sponsored by Comedy Sportz Houston. See [comedysportzhouston.com](http://comedysportzhouston.com) for more information.

- Team members must pay a fee to cover the cost of meals, registration, and jerseys for the year. Fee will be approximately \$100 (fee is subject to change based on cost of jerseys).
- Any JHS student is welcome to try out.
- Tryouts will take place after school, on **August 27** from 3:30-5:30.
- The number of new team members will depend on the number of returning members from the previous year.
- Team captains will be elected by the team at the first practice. Team captains will be responsible for organizing match rosters, running certain practices, and keeping the team informed of CSz events and information.
- Throughout the year, team members will compete against teams from other campuses in Katy ISD and the greater Houston area.
- Team members will also attend practices throughout the year with a coach from the Comedy Sportz Houston professional team.
- Team members will be expected to attend Game-a-thon on Saturday, September 9. Game-a-thon is the kickoff event for CSz HSL. Students will learn the ins and outs of different games, team leadership, and announcing techniques from CSz Houston team members.
  - **Those unable to attend will have to watch a professional CSz match in downtown Houston on their own time before they are allowed to compete.**
- Further announcements regarding Comedy Sportz will be made at JTC meetings, through Booster Club newsletters, and JTC social media as information becomes available.

# LETTER JACKETS

Students who participate in theatre may qualify for a Jordan High School Letter Jacket.

A student must:

- 1) be enrolled in a theatre class to earn Letter Jacket Points,
- 2) be a member in good standing of Jordan Theatre Company,
- 3) participate in a minimum of two JTC-hosted productions,
- 4) accumulate a minimum of 15 Letter Jacket points whilst at Jordan High School.

The Letter Jacket form on the Callboard sets out how many points are awarded for different activities. Please note that Letter Jacket Points are calculated differently than Thespian Points. There is some overlap between the two types of points and 10 Thespian Points count as one additional Letter Jacket Point. It takes an average of two years to earn the required points.

The Letter Jacket form must be completed and handed to the Director for verification by the spring term deadline each year. The deadline will be announced in theatre classes and via the Booster Club newsletter.

Qualifying students must purchase their jacket via a company that comes to Jordan High School for fittings in the spring term. The jacket fitting dates will be announced in theatre classes and the Booster Club newsletter. Typically, fittings and orders are made in February of each year.

Students wearing their school's letter jacket represent more than their own individual achievement. Any student committing a serious offense as described in the Katy ISD Student Code of Conduct or this Handbook, which may bring disrepute on JTC, Thespian Troupe 10042, Jordan High School or Katy ISD, will forfeit their jacket if the offense occurs at any time during the remainder of the student's high school career.

Students who have earned their letter jacket through participation in Jordan Theatre Company will receive a complimentary JTC patch with the JTC logo. Students who are also members of Troupe 10042 will receive a complimentary Troupe 10042 patch with the Troupe 10042 patch. Any other patches will be the responsibility of the student and family.

# THEATRE EXPECTATIONS

## GENERAL PARTICIPATION REQUIREMENTS

- All students wishing to participate in a production must first complete a sign-up form to arrange a time to audition or interview.
- All potential actors **MUST** be present for one **full** audition in order to be considered for casting. Arrangements for alternative audition times will be made on a case-by-case basis at the discretion of the director.
- All potential crew must interview with the director in order to be considered for a crew position. Arrangements for alternative interview times will be made on a case-by-case basis at the discretion of the director.
- Anyone wishing to join the cast or crew of a JTC-exclusive production must be a paid member of the Jordan Theatre Company in good standing, to participate. (The musical is open to all JHS fine arts students.)
- Students who are selected to participate in productions must complete a registration form and pay any required participation fee within 7 days of the first rehearsal for any given production.
- If anyone is unable to pay their company fee or production fee, please contact Mr. Midkiff. No theatre student will **EVER** be denied an opportunity in Jordan Theatre because of a lack of funds.

## REHEARSALS and PERFORMANCES

### Be present and accounted for

- Rehearsal begins at the scheduled time.
- Be at rehearsal if you are called
- Notify the director, the Stage Manager **and** Assistant Director if you will be absent
- Arrive 15 minutes before call time and begin warming up/preparing for rehearsal
- Rehearsal calendars can be found on the callboard and JTC website: [www.jtctheatre.org](http://www.jtctheatre.org)
- Rehearsal ends at the scheduled time. You will have transportation off campus ready at that time.

### Practice self-discipline

- NO Cell Phones EVER, either onstage, backstage during rehearsals or performances
- Check the Callboard daily. There's one on the website and in Room 1518.
- When you are not on-stage rehearsing, you are WATCHING and LISTENING to who is on stage or rehearsing your own part.

### Treat others how you want to be treated

- Be respectful to all cast, crew, directors, theatre volunteers and guests at all times.

- Be kind when others make a mistake. You might make one someday too!
- JTC is inclusive. **Everyone** has a right to be here.

### **Take responsibility for yourself and your things**

- **Meet your deadlines. If a deadline is not met, you may be denied the opportunity to participate in whatever activity to which the deadline is related. This includes parents as well. Examples of deadlines include but are not limited to:**
  - **Show fees**
  - **Tickets for shows**
  - **Payments for trips**
  - **Banquet tickets**
- Stay academically eligible to continue participating
- Clean up after yourself: costumes will be confiscated if they are not hung up
- Be in your place when you're supposed to be there
- Treat all props and costumes with respect
- If you forget your script, a loaner will cost you \$1. If you lose your script, a replacement will cost you \$10

### **Practice how you perform**

- Take all direction the first time it is given
- Speak only when required to do so
- Treat each run as though it was the real thing

### **Be responsible for safety**

- Follow all safety rules and regulations when working in or around an active set build/light hang, etc.

## **REHEARSAL ABSENCES**

- All known absences or conflicts must be written on the audition form - be sure to check with parents for standing commitments (*orthodontist appointments, private lessons, etc.*).
- If a student must miss a rehearsal due to an emergency, please make every effort to notify the director, stage manager, **and** assistant director.
- If you are absent from school, you may not attend an afternoon rehearsal. Please email the director ASAP that morning to let them know you will not be at rehearsal.
- Be present (both literally and mentally) at all rehearsals. Absences potentially jeopardize future casting consideration.
- Participants **MUST** be present on Bloody Saturday, all dress rehearsals and all performances. If you must miss part, (or all) of Bloody Saturday, a dress rehearsal, or a performance you

may be dismissed from the production at the discretion of the director.

- **Three (3) unexcused absences for ANY reason is automatic dismissal from the production, and your role / position will be replaced.**
- **6 total absences (whether excused, unexcused or any mixture of them) for ANY reason will result in dismissal from the production.**

## REHEARSAL TARDIES

- Students are considered tardy if they are not in the theatre when roll is taken.
- If a student comes to a rehearsal late, but with a teacher's note explaining the situation, then the tardy is automatically excused.
- Extenuating circumstances may be taken into consideration, so tardiness MAY be excused; talk to the director.
- If a student is late to a rehearsal without prior notice and does not have a note from a teacher explaining the situation or a suitable explanation as to their extenuating circumstances, they will be given a 'tardy'.
- 3 Tardies = 1 unexcused absence

## ACADEMIC 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 non-A.P. class.
- 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. In essence, ineligible students can still rehearse, but would not be allowed to perform.
- Any student who becomes academically ineligible to participate in a theatre activity will not be entitled to a refund of any fees paid for that activity.
- **In summary, students must pass all non-A.P. classes with a 70 or above to participate in out-of-class theatre activities.**



## CONDUCT & DISMISSAL

- Derogatory comments about Jordan High School staff, students, and policies will not be tolerated and may result in removal from the program.
- Any student who receives an “N” or “U” in conduct in any class will not be allowed to participate in theatre extra-curricular activities for that six-week period. This may render a student ineligible for participation in a production. No fees will be refunded.
- **Any student assigned to in-school suspension (I.S.S.) the day before, or on the day of, a production, contest or field trip will not be allowed to participate in that activity. No fees will be refunded.**
- In accordance with Katy I.S.D. policy, any student suspended from school for any reason will not be permitted to participate in any theatre activities during the period of suspension. No fees will be refunded
- Any student who walks out of a rehearsal or quits during a rehearsal process for a performance without just cause defined by the directors, will not be allowed to participate in another theatre performance for the year and any student who withdraws from theatre class forfeits their JTC membership. No fees will be refunded.
- **Any student who is not directly connected to a production through the audition, casting and technical assignment process will not be allowed in the rehearsal process or backstage.**
- Any student who does not use theatre safety and etiquette guidelines established by the Jordan Theatre Department will not be allowed to participate in any theatre activity for the remainder of the year. No fees will be refunded.
- All students who work backstage, in the booth, or in the shop must have a Safety Contract signed and on file with the technical director.

# JTC BOOSTER CLUB

## WHAT IS IT?

- Jordan Theatre Company Booster Club is for parents and guardians of JHS theatre students and any other person or businesses supporting the Jordan Theatre Company.
- Booster club members come together, in a spirit of friendship and solidarity, to fundraise and volunteer in order to promote and enhance the JTC and provide scholarship funding to its qualifying graduating seniors.
- The club is a s.501(3)(c) tax exempt, nonprofit corporation registered in Texas, with membership to Parent Booster USA, and donations to the club are tax-deductible to the extent allowed by law.
- The club has its own bank account, post office box, by-laws and governing board of directors made up of parent volunteers. It operates separately from Katy ISD, but in accordance with Katy ISD's policies for booster clubs.

## WHAT DOES IT DO?

- The booster club operates to support department leadership to ensure students in the Jordan Theatre Company are provided excellent opportunities to develop and advance in theatre arts. This involves, for example, running errands, securing resources and managing promotions / ticketing / concessions sales and merchandise.
- The booster club offers discounts, privileges and benefits to its members. It's also a platform for parents & guardians to connect with each other and develop friendships and support networks.
- Members are invited to volunteer in different ways throughout the year and membership does not *oblige* anyone to volunteer for any specific thing or number of hours.
- When volunteering, booster members become more informed about the JTC program, get to know the Directors and families involved, and have a better appreciation of the benefits that students receive by being a part of JTC.

## MEETINGS

- Booster club meetings are scheduled to occur prior to each show and member attendance is encouraged, but not mandatory.

## MEMBERSHIP

- Members sign up via a simple form which can be found at [jtctheatre.org](http://jtctheatre.org).
- There are several levels of membership (starting at \$25), with different benefits accruing at each level.
- Memberships run from July 1 to June 30 each year.

## MORE INFORMATION

- Please direct any questions about membership, volunteering or anything to do with the Booster Club to [president@jtcboosters.org](mailto:president@jtcboosters.org)

# FUNDRAISING

- JTC makes a positive impact on student outcomes and community support is critical.
- JTC needs its families to attend the shows, support the fundraisers, donate, sign-up, enroll and promote.
- Fully functioning high school theatre groups cost over \$100,000 per year to operate (excluding staff wages, which are paid by the district). Fundraising is critical for the program.
- Set out below are the sorts of fundraising activities you will encounter at JTC.

## BUSINESS SPONSORSHIPS

- If you know of a business that would like to sponsor the program, please get in touch with the Booster Club to arrange for them to receive all the information they need. Corporate sponsorships start at \$250.

## CORPORATE MATCHING

- If you work for a company with corporate matching for charitable and educational giving, please contact the booster club treasurer for details on how to direct donations towards the Jordan Theatre Company [treasurer.jordanthatrebc@gmail.com](mailto:treasurer.jordanthatrebc@gmail.com).

## TICKETS

- Ticket revenue typically covers less than half of the costs of a show in technical equipment, scenery, costumes, props, performance rights, publicity and playbill printing etc. It is a significant part of revenue, but ticket sales alone do not cover all the costs.
- Tickets for performances cost between \$5 and \$20 per person, with discounts often available to students and seniors. Booster club members receive free tickets depending upon the level of their membership and the date that they signed up.
- Tickets are usually sold online. Sometimes tickets are only sold at the door.

## **PLAYBILL ADVERTISEMENTS**

- Jordan Theatre Company publishes playbills for each of its main stage productions throughout the school year and sells ad space in these playbills to those who would like to congratulate students involved in the productions or to advertise their business. It is anticipated that 10,000 playbills will be printed each year at high capacity.
- Ads range in price, starting at \$10, and some levels of Booster Club membership automatically receive complimentary ad-space for all playbills.
- Ads are submitted via a form found on the website and the ad submission deadline for each show's playbill is 1 month prior to that show. Design assistance for ads is provided by the booster club if required.
- 100% of revenue from ad sales directly support the Jordan Theatre Company Program.

## **MERCHANDISE AND APPAREL**

- JTC apparel will be available to pre-order via [jtctheatre.org](http://jtctheatre.org).
- JTC members receive a JTC shirt as part of their membership (no more to pay). JTC members are encouraged to wear JTC apparel at JTC meetings, outings and events.
- Throughout the year, show shirts for the Fall Show, Winter Show/Musical, One Act Play and Theatre X will be printed and distributed to the participants in those shows and any extras will be available for sale to the public at the shows and via [jtctheatre.org](http://jtctheatre.org).
- 100% of profit from merchandise and apparel sales goes to JTC.

## **OTHER FUNDRAISERS**

- The Booster Club has adopted a fundraising strategy and, as activities receive permission from the principal, they will be put into action. Please help run and support these initiatives; it will improve the opportunities offered by JTC.