

SEVEN LAKES HIGH SCHOOL
STUDIO VII THEATRE CO.
HANDBOOK
2023-2024 School Year



SEVEN LAKES HIGH SCHOOL
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(281) 237-2836 [Box Office]
Studio VII Website: www.studiovii.org

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Welcome to the Studio VII Theatre Co.!

We are so excited to be a part of the Seven Lakes High School community, and to have the privilege to work with its wonderful teachers and administration. We are even more excited about the new school year, our plans and our goals which have been implemented and are underway. Now that YOU are here, you will be able to participate in an exciting theatre program in Katy I.S.D. – the Studio VII Theatre Co.!

In the following pages, you will find information that will help you begin the new year on the right foot and will help you meet the exciting challenges that this magnificent theatre holds for all of us. **You will also find in the Forms Packet, which is on the website (studiovii.org/online-forms), several documents that YOU AND YOUR PARENT(s) / GUARDIAN(s) must sign and return to the theatre office within the first week of school** in order to participate fully in theatre activities.

Our expectations are high for YOU to succeed while working as an actor or a technician with the Studio VII Theatre Co. We truly expect that once you have begun working with each other and with us, you will want to make the theatre your “home away from home”. The doors to the theatre are always open for you as long as you are willing to follow the policies and guidelines outlined in this handout.

Please be sure to read this document with your parents and return the forms. If you or they have any questions regarding the forms or anything in the Handbook, please contact us or come by the theater. You and your parents are always welcome to come to the Studio VII Booster Club meetings on the first Tuesday of each month. We can be reached at the phone numbers & email addresses noted on the cover of this Handbook. Please leave a message if we don’t answer.

Again, we look forward to a wonderful year working with each of you and your parents.

Sincerely,

Mrs. Emily Rickford, Director of Acting
Mr. Austin Oliver, Technical Director

SEVEN LAKES HIGH SCHOOL
STUDIO VII THEATRE CO.

Course Descriptions

THEATRE ARTS, TECHNICAL THEATRE AND THEATRE PRODUCTION are process centered, participatory theatre studies. The first level is a survey course which introduces you to theatre activities, historical applications, and the production process. The resource texts available are **The Stage and the School, Theatre: Art in Action, and Drama Projects**. Additional theatre resource books, scripts and videos are available in the theatre library and the SLHS library. 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:

- Theatre appreciation
- Non-verbal communication
- Acting & Performance
- Historical applications
- Dramatic structure
- Directing of plays
- Solo/Duet/Group Acting
- Script analysis
- Stage elements
- Stage Movement
- Crew assignments
- Stage management
- Stage properties
- Makeup application
- Lighting design
- Scenic design
- Stage Painting
- Carpentry
- Costume design
- Sewing
- Sound design
- Publicity/Public Relations
- Problem solving
- Electrical work

Course Goals

“Living truthfully in imaginary circumstances.”

“Practical applications of acting-related skills to life.”

These two short definitions depict the Studio VII Theatre Co. goals as we audition, rehearse, construct sets, plan and plot, and encourage a life-long love for live theatre and the fine arts. Actors use the tools of everyday life experiences to bring believable characters to the stage and while engaged in that awesome experience, tell that character's story to an audience. As a student of theatre, one develops real life skills which carry into our everyday lives as students and adults whether or not one chooses theatre as a career. Theatre develops not only an appreciation for the acting process, but also for all fine arts, since without visual arts, music, and movement or dance, theatre would not exist. It is the goal of the Seven Lakes Theatre Department to develop the life-long love for all theatre – that of life and that of the stage.

Theatre Curriculum

7411 Theatre Arts I
7412 Theatre Arts II
7413 Theatre Arts III
7414 Theatre Arts IV

7451 Technical Theatre I
7452 Technical Theatre II
7453 Technical Theatre III
7454 Technical Theatre IV

7520 Theatre Production I
7521 Theatre Production II

Why participate in Theatre?

- ❖ YES, it is possible to enroll in theatre all four years and still graduate on an advanced plan! Sample four-year plans are printed and available in the theatre room or at the counselors' offices for parents and students to pick up.
- ❖ NO, enrolling in advanced theatre courses will not necessarily lower the G.P.A. if the G.P.A. is over a 4.0 due to weighted classes! Second, third and fourth year theatre students may be eligible, if they meet the District criteria and with a director's approval, to enroll in theatre as a G.P.A. exempt course. See your counselor for the correct form.
- ❖ Theatre students, especially students trained in technical theatre areas, have the opportunity to be hired by Mr. Oliver, through Katy I.S.D. Human Resource Department, to become a P.A.C. Technician, to work after school and on weekends, when needed, to operate stage rigging, lights, sound, etc. for various activities and programs that rent the Performing Arts Center. These Katy I.S.D. student employees will be paid \$10.00 per hour by Katy I.S.D. for his/her services upon completion of their P.A.C. technical work.
- ❖ 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

Theatre Activities

- ❖ **COMEDYSPORTZ HIGH SCHOOL LEAGUE (CSzHSL):**
Auditions are held early in the Fall Semester and the season runs from the Fall semester to the Spring. Rehearsals and match dates will be published once they are finalized. CSzHSL is an improvisation-based team that participates in competitive matches versus other area high school squads throughout the school year. Listen for announcements regarding the audition dates during the first two weeks of school.
- ❖ **FALL THEATRE PRODUCTION:**
Auditions are held the first or second week of school with performances scheduled for early to mid-October.
- ❖ **Scenes From...STUDENT DIRECTED EVENING OF SCENES:**
In mid-October, students enrolled in Advanced Theatre Production Courses will present an evening of scenes. All advanced Theatre Students are required to be involved in this jam-packed, two-day, production process.
- ❖ **HOLIDAY EXTRAVAGANZA:**
The Fine Arts Department Musical fundraiser will take place in early December. This is a joint event hosted by the Fine Arts Department and includes dinner, a silent auction and holiday performances. Proceeds from the evening benefit the Fine Arts Musical Fund.
- ❖ **SPRING PRODUCTION/FINE ARTS MUSICAL:** Auditions in October with performances in February.
- ❖ **THE U.I.L. ONE ACT PLAY CONTEST:**
Auditions will be held in November. Performance schedule will be in March as determined by the U.I.L. O.A.P. Committee.
- ❖ **Studio VII Theatre Co. Student Showcase:**
In April, students audition for the Studio VII Theatre Co. Showcase. Anyone can audition to be in this Showcase, which is like a talent show. Students can act, sing, dance, direct a scene, or present a design. Students who are cast can showcase their art and craft and share their love of theatre with all!

Studio VII Booster Club

The Studio VII Booster Club (SVIIBC) was established by parents who wish to support the activities of the Studio VII Theatre Co. financially and/or by volunteering their time. The Boosters work hand in hand with the directors in reaching director-established program goals. Involved parents are more informed, develop a better understanding of the philosophy of the Directors, have a better appreciation of the benefits their child receives by being a part of the Studio VII Theatre Co., and have the opportunity to know the Directors who work closely each day with their child. They also receive information at the monthly booster club meetings from the Directors. Boosters work together on fundraising projects for the Studio VII Theatre Co. which are essential to the success, maintenance and growth of the theatre program.

The Studio VII Booster Club meets the **first Tuesday of each month** unless otherwise noted. Each meeting lasts approximately 1 hour. A Treasurer's report and Secretary's Minutes are distributed at each meeting. A meeting Agenda and Minutes from the previous month's meeting will be emailed to all Studio VII Booster Club members prior to each month's meeting. You may volunteer to serve on any committee or become a full member by paying the annual dues and offer to have your name placed in nomination to serve as a new officer. To officially join the Booster Club, please complete the membership form in the Forms Packet and return with annual dues promptly to Mrs. Rickford or Mr. Oliver.

Annual Booster Club Membership dues are included when purchasing ANY Patron Program package. *If becoming an SVII Patron, you do NOT pay the separate annual dues.* **Membership in the Studio VII Booster Club is NOT required to volunteer. Parent participation is critical to our success!** Volunteer opportunities are noted on our Calendar of events wherever you see the Helping Hand icon. 🙌

NOTE: To be eligible for SVII senior theatre scholarships, your student must be an active SVII member in good standing for **at least three years** (*this criteria may be waived for transfer students with less than three years if active for duration of attendance at SLHS*), **and parent must be a paid member of the SVII Booster Club.**

The SVIIBC is a 501(c)3 tax exempt organization and is regulated by the By-Laws and Operating Code of the organization. Please visit the Studio VII website at www.studiovii.org for Booster Club Officer and Committee contact information.

Fundraising Opportunities

Fundraising projects are necessary throughout the year for a successful and active program. We are responsible for funding 98% of the SVII operating expenses each year. Watch for announcements of fundraising opportunities to come home with your student. Emails will also be sent out. We earn revenue through our box office ticket sales, concession sales, playbill advertising sales, Fall Fundraiser sales and our Patron Program. **Parent participation is critical to our success!** We hope that you will support the hard work of your student, as well as the entire troupe, by attending each production and/or volunteering in our box office or concession stand. **Volunteer opportunities are noted on our Calendar of events wherever you see the Helping Hand icon.** 🙌

- **The Patron Program** is a way for interested parents, relatives and businesses to financially support the program through direct donations to the theatre company. Patrons help to offset the costs of technical equipment, scenery, costumes, props, special consultants, etc. required for quality productions. **See the Patron Program form in the Student Forms Packet or www.studiovii.org** for more information. If you know of a business or community member that would like to be a SVII Patron, additional Forms are available on our website. Any and all donations are appreciated. Patrons will be acknowledged in all production playbills and on the Studio VII website. If you work for a company with corporate matching for educational giving, please contact the Studio VII Treasurer for an explanation of how you can have your theatre patronage matched through corporate giving.
- **Concessions:** Our Scholarship program is funded in part by the SVII Concessions stand. In addition to the funds raised during sales of concessions at all Studio VII performances and ComedySportz, we also raise a significant portion of our Scholarship fund from selling concessions when SLHS rents out our PAC to outside groups. **We are always in need of volunteers!**

- **Box Office:** Ticket sales directly support production expenses. The Box Office is open daily 1-2 weeks prior to our PAC and Black Box performances. We need volunteers for those times, as well as during the actual performances, and during ComedySportz home matches.

Playbill Advertisements

If you would like to congratulate/encourage a member of the cast or crew, or advertise your business in any or all of our production playbills, please consider our Studio VII Theatre Co. advertising program.

The Studio VII Theatre Co. of Seven Lakes High School produces playbills for each of our main stage productions throughout the school year. INDIVIDUAL advertisements will appear in black and white in the Studio VII Theatre Co. playbill for ONE PRODUCTION ONLY.

PATRON Program sponsors receive Ads in *ALL playbills for the school year*. See separate Forms for Patron Program. **Upgrade to a Patron sponsorship today!** Forms for both programs are located in the Forms Packet.

NOTE: Deadline for submission of playbill advertising is 1 month prior to production opening. All proceeds directly support the printing costs of our playbills.

INDIVIDUAL Advertisement Size & Price List <i>(also shown where included with Patron Package)</i>		
<input type="checkbox"/> One Text Line (4.5 inch line/50 characters)	\$5	
<input type="checkbox"/> 1/4 Page (1.125 x 1.875) (business card size)	\$50	<i>(incl. Producer Patron \$100)</i>
<input type="checkbox"/> 1/2 Page (4.5" x 3.5")	\$100	<i>(incl. Exec. Producer Patron \$250)</i>
<input type="checkbox"/> Full Page (4.5" x 7.5")	\$150	<i>(incl. Underwriter Patron \$1000)</i>
<input type="checkbox"/> Inside Front or Back Cover – Full Page Color	\$200	
<input type="checkbox"/> Outside Back Cover – Full Page Color	\$250	<i>(Covers determined by first sale basis.)</i>

If you have any questions, contact Emily Rickford at 281-237-2893 or the Studio VII Playbill Coordinator at playbill@studiovii.org.

NOTE:

- All Playbill Ads are converted to b&w/grayscale, unless full page color cover.
- Please ensure the background for inside page ads is white for a crisper looking ad.
- Submit .jpeg ad file electronically on a disc or email .jpeg artwork to playbill@studiovii.org.

Studio VII Scholarships

The purpose of this program is to award scholarships for significant student contributions to the theatre department during their high school years. The **Thom Whitbeck Memorial Scholarships** (minimum of two awards per year), and the annual **SLHS ComedySportz HSL Dustin Kruthaupt Memorial Scholarship** (minimum of one award per year), sponsored by Studio VII Booster Club, are applied for and awarded in the second semester of the applicant's senior year, and are announced at the annual Studio VII Theatre Co. Awards Banquet in May. Scholarships are funded annually by our SVII Booster Club fundraising activities. Recipients and awards are solely determined by the SVII Booster Club Scholarship committee. You must be an honor thespian, be an active member in the theatre company, have less than eight demerits since becoming a Thespian, be enrolled in a theatre class and have no more than four unexcused absences from company meetings during your senior year to be considered for the Thom Whitbeck Memorial scholarship. Further explanation of criteria, deadlines and the application form are available on our website.

NOTE: To be eligible for SVII senior theatre scholarships, your student must be an active SVII member in good standing for **at least three years** (*this criteria may be waived for transfer students with less than three years if active for duration of attendance at SLHS*), have earned at least 60 Thespian Points, be enrolled in a theatre class their entire senior year **and parent must be a paid member of the SVII Booster Club**.

Studio VII Theatre Co.

The Studio VII Theatre Co. (*the student organization*) meets every other Thursday as detailed in the company by-laws*. Each meeting lasts approximately 25 minutes. Please visit the Thespian Troupe tab on the Studio VII website at www.studiovii.org for current student officer information.

The Thespian Troupe 7014 will elect seven (7) officers each May for the following school year. These positions are: **President, Vice-President, Vice-President of Productions, Secretary, Treasurer, Historian and Parliamentarian**. Class Representatives for the Studio VII Theatre Company will be elected at the beginning of the school year. There will be one class representative from the Freshman and Sophomore classes. Once elected, these representatives are expected to attend the weekly officer meetings. If a Sophomore is elected as a Thespian officer, there will not be a Sophomore Rep. for that year.

Theatre Chain of Command

Directors (Mrs. Rickford and Mr. Oliver)
Stage Manager and Student Director
Assistant Stage Manager and Assistant Student Director
Crew Heads
Cast and Crew

Voting Rights for the Company:

- Student must have seen every show during the school year.
- **Must** be a paid member of the Studio VII Theatre Co. (*see Student Fee form*)

Major Production Auditions:

- All potential actors **MUST** be present for one **full** audition in order to be considered for casting.

Major Production Rehearsals (General):

- Be on time! Better yet, BE EARLY!
- NO Cell Phones EVER, either onstage, backstage, or in your possession.
- Be fully focused and respectful to all cast, crew and directors at all times.
- Check the Callboard daily.
- 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. This is never a one and done department.
- Follow all safety rules and regulations when working in or around an active set build/light hang, etc.
- Take all direction the first time it is given.
- Meet all deadlines. A missed deadline (*e.g., turning in forms late*) may result in the loss of a thespian point.
- Do not change your appearance without permission (*no haircuts or dying of hair, no piercing or tattooing*).
- Roll Call is mandatory for all cast and crew.
- Warm-ups are mandatory for cast only.
- Regular Weekdays: Roll call at 2:50pm followed by warm up, and rehearsal begins promptly at 3:00pm.
- Company Meeting Days: Roll call at 2:45pm, rehearsal begins promptly at 3:15pm.
- Abandoned scripts or costume pieces not properly hung may result in a \$1.00 recovery fine per item.
- The rehearsal schedule can be found on the Studio VII website.

Rehearsal Absences:

- All known absences 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 non-mandatory rehearsal that was not written on their audition application, the directors must be notified in writing 24 hours or more in advance.
- 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. 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 ASAP that morning to let us know. If you are sick, and miss multiple rehearsals, you may be replaced in the cast or on crew. Again, please take care of yourself. Sleep!
- 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 and/or a demerit(s).
- You must pass all of your classes, or you will be replaced. Exemptions from this rule occur only if failing Pre-AP/AP courses.
- Student **MUST** be present on Survivor Saturday. You will not be on cast, or you will be replaced if you cannot be at this MANDATORY rehearsal.
- Company members must realize that the manner in which they conduct themselves in their classes, at official school activities, on social media and during non-school hours is considered to be representative behavior of the entire student body, not just theatre. It is critical that anyone in Studio VII Theatre Co. conduct themselves in a manner which positively represents the students at Seven Lakes High School and our department. Derogatory comments about Seven Lakes High School staff, students, and policies will not be tolerated and may result in removal from the program.
- **Three (3) unexcused absences/demerits for ANY reason is automatic dismissal from the production, and your role or position will be replaced.**

Rehearsal Tardies:

- The following is the explanation of the Tardy Policy:
 - If a student comes to a rehearsal late but with a teacher's note explaining the situation, then the tardy is automatically excused.
 - If a student is late to a rehearsal without notice and does not have a note from a teacher explaining tardiness, they will be given a tardy.
 - The student must also write a note explaining why they were tardy, what they will do to make sure it doesn't happen again and apologize for disrupting the rehearsal.
- **3 Tardies = 1 unexcused Absence/ Demerit and 3 Absences = removal from the production**
- Missing an entrance is a tardy in the worst sense of the word! Pay attention backstage and in rehearsal.

International Thespian Troupe #7014

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 5 Thespian points in the Studio VII Theatre Co. before transfer. The member must fill out the transfer paperwork. They must be inducted into Troupe 7014 at Seven Lakes High School in order to earn the invitation to attend State or National Convention or earn a letter jacket for Seven Lakes Theatre.

In addition to the point categories listed on the Educational Theatre Association (EdTA) website (www.schooltheatre.org), points may be earned for participation in other activities which may include, but are not limited to: fundraising activities, usher/service, concessions, U.I.L. One Act Play site crew, summer theatre workshops, theatre work/cleaning days, and any non-school day function as determined by the troupe director. Once you have earned 10 points (approx. 100 hours of dedicated theatre service) at Seven Lakes High School (Troupe 7014), you will be invited by invitation to become inducted into the International Thespian Society Troupe 7014. You will experience Thespian week and go through an induction ceremony as well. Once inducted you will receive your official Thespian card and have your certificate displayed in the Design Studio among the other active Thespians in our Troupe.

Thespian Point Guidelines

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** for the awarding/management of Points:

- One (1) point represents approximately ten (10) hours of excellent theatre work (*not merely 10 clock hours*).
- No student will be elected into the Society. No student will be denied membership into the Society if he or she has accumulated the required ten (10) points at Seven Lakes High School and has fulfilled all membership requirements, as according to the bylaws.
- All transfer students, moving to Seven Lakes High School from another high school, and is already an inducted Thespian from another troupe, can still transfer over their membership to Troupe 7014, but must be officially inducted into Troupe 7014 in May before participating as a Thespian in our inductions or in Troupe business.
- Students **must** participate in at least two (2) full-length productions, or one (1) full-length and two (2) one-acts, or four (4) one-acts to be inducted into Troupe 7014.
- No more than ten (10) points made be earned outside of Troupe 7014.
- Students will earn points for seeing High School, College or Professional Theatre, as long as the ticket stub and a one page typed critique/review of the show is submitted along with the Thespian Point Form.
- Students may receive credit for and earn additional points, **after induction**, through participation at the middle school level (*through an ITS Junior Thespian troupe**), in community, children's or professional theatre, or in other activities in the performing arts, at the director's discretion and upon proof of participation. **All Junior Thespians will receive credit for 5 of their previously earned points after becoming a member of Troupe 7014.*
- When students qualify for membership, they will be notified in mid-April that they may join the International Thespian Society Troupe 7014. Students will be informed of the cost of the membership fee and date/site of the induction ceremony. Inductions are held at the end of each school year.
- In October and March, currently inducted Thespians must submit their qualifying activity list to the Points Bin in Room 1134, for recording of points and determining awards. Company meetings will confirm the dates for submission.

Letter Jacket Awards

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

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

- 1) Meet all T.E.A. academic requirements
- 2) Be a member in good standing of the Theatre Program
- 3) Participate in a minimum of two mainstage productions
- 4) Accumulate a minimum of 15 points per Katy ISD Theatre Letter Jacket form, and/or 40 Thespian Points.
- 5) Have the recommendation of the Theatre Directors

The Theatre Department will pay for the students' Theatre letter; however, it is the students' financial responsibility to purchase the jacket and/or add any additional patches, lettering, or accouchements. Students wearing letter jackets represent more than their own individual achievement. 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. Studio VII Theatre Co. or Seven Lakes High School is not responsible for money spent on the letter jacket, and not being able to wear it again.

Thespian Officers for Troupe 7014

Studio VII Theatre Co. members (not current Seniors, unless a current officer) will elect student officers for the next school year. All officers must be able to abide by **ALL** of the following regulations and responsibilities:

1. complete officer packet by the due date
2. provide effective leadership **all** school year as well as lead by example
3. carry out the duties of his/her individual office **all** school year
4. manage their individual committee with weekly meetings and hold planned monthly outings/events
5. attend **all** Studio VII Theatre Co./ Thespian General Assemblies, Booster Club Meetings, school wide events, recruiting events and weekly officer meetings as scheduled by the troupe director **all** year long
 - a. The following events are required events all officers must attend each year:
 - i. Summer officer meetings, Fish Camp, Spartan Spectacular, All booster club meetings, All Studio VII productions, All weekly officer meetings, Bi-Weekly company meetings, SLHS Haunted House, Holiday Extravaganza, 8th Grade parent night, Thespian Inductions and Studio VII Theatre Co. Banquet
6. maintain a high level of dedication and involvement in Studio VII Theatre Co. **all** school year
7. 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.
8. be enrolled in an Upper Level Theatre course for the **entire** school year (Theatre 2 or higher or Tech Theatre 2 or higher)
9. have passed **ALL** (PreAP/ AP included) classes **each** six weeks the previous school year (report card is required) (including semester grade as well)
10. 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.
11. Thespian officers are seen as role models for Troupe 7014 and at Seven Lakes. As such, Thespian officers must realize that the manner in which they conduct themselves in their classes, at official school activities, on social media and during non-school hours is considered to be representative behavior of Studio VII Theatre Co. and Troupe 7014. It is critical that Thespian officers' conduct themselves in a manner which positively represents the students at Seven Lakes High School as well as the Theatre Department. Derogatory comments about Seven Lakes High School staff, students, productions and/or policies will not be tolerated and may result in removal from the position of a Thespian officer.

If an officer is no longer able to carry out his/her duties effectively or professionally or is guilty of excessive absences (2) or tardies to any meeting/rehearsal without written explanation from a **parent in advance**, or receives five demerits for any reason, or for any other reason as determined by the theatre directors or the school administration, will be removed from office. If an officer steps down, or is removed from office, the Troupe Director will appoint a replacement officer. New candidates must complete all required paperwork.

There shall be seven (7) officers for Troupe 7014. They are:

President must be a senior at Seven Lakes High School. He/ She will preside at all meetings, appoints all standing and special committees, and directs and supervises troupe activities. He/ She is responsible for the Troupe Social Committee (Troupe get-togethers, activities to bond). Responsible for checking daily for cleanliness and locked doors the: the stage, house and trash. Also responsible for checking all officers' areas with the directors daily.

Vice President must be a junior or senior at Seven Lakes High School. He/ She will preside in the absence of the president and is responsible for the induction of new members into troupe 7014. He/she is responsible for managing all committee heads and making sure weekly meetings and monthly events are occurring. He/ She is also responsible for the Jr. High Committee (Jr. High Education, workshops, get-togethers, productions). The VP and their committee should help out the Jr. High Productions, see their productions, and teach workshops. Responsible for checking daily for cleanliness and locked doors the: Black Box Theatre, booth, props closet and trash.

Vice President of Productions must be a junior or a senior at Seven Lakes High School and must be enrolled in Tech Theatre 3 or 4. He/ She is responsible for helping with the design and drafting of all productions as well as being in charge of supervising all crews and supervising all tech rehearsals. He/ She is responsible for the Tech Committee (tech workshops, help with Tech at Jr. Highs and local theatres, work in the PAC). Responsible for checking daily for cleanliness and locked doors the: PAC Booth, lobby, spot booths, trash.

Secretary must be a junior or a senior at Seven Lakes High School. He/ She will keep the records of all meetings (officer, company, Thespian) and attends to troupe correspondence while using the Call Board efficiently. Will make sure "SLAM Cast" announcements are made. He/ she is responsible for the Theatre Geek of the Week Board, and updating it weekly as well as the bulletin boards outside the Black Box in the Main Hallway and updating them monthly. He/ She is responsible for Seven Lakes High Outreach for Theatre (school announcements, posters around school, lunch ticket sales, pep rallies, etc.). Responsible for checking daily for cleanliness and locked doors the: the Studio (classroom), small bathrooms, the Costume Boutique and trash.

Historian must be a sophomore or junior at Seven Lakes High School. He/ She will keep a picture and video documentation of all productions and troupe outings throughout the year. He/ She will make a scrap book for every production to keep within the company. He/ She also maintains the calendar in the main hallway and the display case in the main hallway and changes it every month and responsible for the Check it Out board. He/ She is responsible for the Banquet EOY Slideshow and Senior Slide show. He/ She is responsible for the Charitable Hearts Committee (fundraisers, Fairy Godmother, Project Linus, BCEFA, thespian events). Responsible for checking daily for cleanliness and locked doors the: the theatre hallway, big dressing rooms, the loading dock and trash.

Treasurer must be a sophomore or junior at Seven Lakes High School. He/ She keeps the troupe's books and helps pay bills for Thespians, and may act as business manager of Thespian productions. He/ She works closely with the other officers and plans financially the events and fundraisers. He/ She is also in charge of all production dues and other money related jobs. He /She will attend EVERY ComedySportz match and count money from box office and concessions after every match. He/ She is responsible for the Patron Committee (collecting Thespian dues, fundraiser money, spreadsheets, donations, etc.). Responsible for checking daily for cleanliness and locked doors the: the loading dock and trash.

Parliamentarian must be a sophomore or junior at Seven Lakes High School. He/ She maintains order and discipline at all troupe meetings, outings, and rehearsals for all productions along with the stage manager for each production. He/ She is responsible for demerits among all members and opens and closes all meetings. He/ She is responsible for the PUB Committee (bring Studio VII Theatre Co. / Thespians to the community- Improv, act-offs, community service, etc.). Responsible for checking daily for cleanliness and locked doors and closed Bay Door the: the scene shop, the dimmer room (fridge) and trash.

Class Representatives for the Studio VII Theatre Co. will be elected at the beginning of the school year by paid Studio VII Theatre Co. members only. There will be one class representative from the freshman class and if a sophomore is not represented in the officer board, a sophomore representative will also be elected. If there is not a class represented on the board from Article VI. C. then that class will also have a representative. Once elected, these representatives are expected to attend the weekly officer meetings and hold class meetings monthly. They will also be responsible for Office inventory and supplies.

All Officers will attend the Leadership Workshop hosted by Texas Thespians each year they are in office. This happens in the summer before the school year starts.

Texas State Thespian Convention

The Texas State Thespian Convention is held the week before Thanksgiving, in November, each year. 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:

1. The student must be an inducted Thespian in Troupe 7014
2. The student must be a paid Studio VII Theatre Co. member in good standing.
3. The student must be enrolled in a Theatre class (Acting, Tech, or Production) the school year in which the Thespian Convention is being held.
4. The student cannot have more than four demerits since the last convention.
5. The Student cannot have more than three absences at company or Thespian meetings since the last convention.
6. The student must have documented with the officer of their committee at least 12 hours of Thespian Committee Community Service events since the last convention.
7. The student must compete in an individual or group event while attending the Texas State Thespian Convention (Technical IE's, Acting IE's, a technical competition, or a leadership workshop).
8. The student must have been involved in at least one show (either acting or tech) within the past year (since the last Texas State Thespian Convention).
9. 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.
10. School discipline infractions will prevent attendance.
11. The freshman and/or Sophomore Reps of Thespian Troupe 7014 could be invited to attend the Texas State Thespian Convention, with the one stipulation that they must attend four workshops daily.

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 7014 by the directors each school year. The Directors will then discuss the Thespians under consideration.

Furthermore, ALL the above is always up to the director's discretion.

If all the above criteria are met, the Theatre Directors will consider inviting the student to attend the Texas State Thespian Convention with a letter of invitation by the last week of September. The students must pay the initial down payment of a minimum of \$150.00, to reserve the bus and hotel by the first week of October. The final payment of the convention costs will be due by the last week of October each year.

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!!

Conduct

Studio VII Theatre Co. 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 Katy I.S.D. and Seven Lakes 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 (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.

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.

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.

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.

Any student who does not use theatre safety and etiquette guidelines established by the Studio VII Theatre Co. Department will not be allowed to participate in any theatre activity for the remainder of the year. All students who work backstage, in the booth, or in the shop must have a Safety Contract signed and on file with the Directors.

Please refer to the SLHS Student Handbook regarding **TARDIES**. Students are considered tardy if they are not in 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.

Demerits

- A. In order to be a productive theatre company, it is necessary that each company member be responsible to a discipline system and code of conduct. The following is a code of behaviors that each company member is expected to observe throughout the school year. The purpose of this system is intended to enhance our organization and its members.
 - a. Demerits are discipline notices that are given by the Company Directors. The demerit system is in place to help keep order and discipline at rehearsals, productions, meetings, and company/Thespian Events.
 - b. Each member is encouraged to keep a written record of their own demerits.
- B. Demerits are accumulated from August through June (of the current school year). The demerit system will be enforced at all times.
 - a. A Student who accumulates three or more demerits, prior to Texas Thespian Convention, will not be allowed to attend convention. Refunds will not be provided if students lose convention eligibility.
 - b. Students who are removed from the Studio VII Theatre Co. for disciplinary reasons, either through K.I.S.D. or through Studio VII Theatre Co., will not be eligible to attend the International Thespian Convention in June.
- C. Demerits are cumulative throughout the school year. Demerits do not carry over from previous school years.
- D. Students and parents will receive written notification for each demerit issued within 24 hours.
- E. A company member will be removed from his/her position when he/she receives a sixth demerit. The following demerit system will be consistently enforced.
- F. One demerit will be issued for the following:
 - a. Excessive tardiness or absenteeism from a rehearsal, company meeting or committee event.
 - i. At least a 24-hour notice to the director(s) is required if you will miss or be late to a meeting. If not, a demerit will be issued.
 - ii. Being sick and missing the entire school day, with an excused note from parent or doctor will excuse the absence. However, two excused sick days, for meetings or rehearsals, may result in one demerit. Please take care of yourself and your body.
 - b. Distracting/disturbing/Inappropriate behavior that is detrimental to a theatre production, activity, or a theatre /school event.
 - c. Breaking a Studio VII Theatre Co. Safety contract rule.
 - d. A student is assigned to In School Suspension or Out of School Suspension for one or more days.
 - e. Failure to effectively perform volunteer duties at any event; to include, but not limited to: P.A.C. rentals, S.L.H.S. Theatre performances, functions that benefit the troupe.
 - f. Making rude, hateful, or libelous comments about fellow theatre company members, theatre staff, the Studio VII Theatre Co. program, and/or the S.L.H.S. staff (in person, via electronic device, and/or social media).
 - g. Failure to handle conflict between company members and/or directors in a professional and respectful manner.
 - h. Leaving a meeting, rehearsal or production early.
 - i. Failure to turn something in on the due date.
- G. Students and parents will receive written notification for each demerit issued within 24 hours.
 - a. A student who accumulates five demerits will be placed on *probation for the remainder of the school year*.

- i. Students on probation are required to meet with the theatre directors and their grade level assistant principal within 48 hours of receiving their fifth demerit.
- H. The theatre directors will consistently assign and keep track of demerits throughout the school year.
- I. Demerits can ONLY be assigned by a theatre director.
- J. Demerits are considered a confidential student record; therefore, students/officers will not have access to another students' demerit(s).
- K. The Directors and the School Administrators have the authority to give demerits for offenses which have not been included or which have been inadvertently excluded. Demerits will be assigned as they occur. The Director or School administrator, according to the severity of the offense, will determine the number of demerits issued.