



Technical Theatre Program

Classroom/Laboratory Rules and Procedures

- ⇒ **RESPONSIBILITY:** We have several places in which we will be working; the Lowden Theater for the Performing Arts (Lowden), the Performing Arts Center (PAC), the Academy Theatre Black Box (BB), the Scene Shop, the Costume Shop and the Tech Theatre Studio (NA106). You must always report to the studio unless other plans have been made in advance, or there is a sign posted to go elsewhere. Please be respectful of others, and be quiet in the hallways. Disruption of other classes, being in spaces you shouldn't be in, or wandering around the buildings is forbidden.
- ⇒ **UNITY:** The Technical Theatre program is a part of the Theatre Department; it is not a separate program. It is up to all of us to foster a positive, healthy work environment. Technicians and actors will work together in the spirit of ensemble and cooperation. We depend on each other!
- ⇒ **ACCOUNTABILITY:** The instructor dismisses class, not the bell. If you ever leave class early, or without permission, you will be considered truant. I will make every effort to call for clean-up, **but it is ultimately your responsibility to clean up your mess in time for your next class.** Your area/project **must be cleaned up thoroughly before any students are excused.**
- ⇒ **SAFETY FIRST! YOU MAY NOT** operate *any tool, hand or power*, without passing a safety test for *each tool*. Your parent/guardian must also provide written permission for you to use power tools. **DO NOT** operate the fly system or any other backstage equipment until I have approved your use and you have direct permission from the TD, TM or other adult supervisor. All students are expected to conduct themselves in accordance with all rules of common sense and safety. **No horseplay!**
- ⇒ **DRESS CODE:** Follow the Theatre Department Dress Code as it is laid out in the LVA Student Handbook. **Those not appropriately dressed will lose participation points.** If you wear flip-flops or other non-approved footwear to class or any official work call I will take away 20 points on first offense. After that each subsequent violation will result in doubling the points taken away, and you will be removed from your assignment for the day.
- ⇒ **ABSENCES/TARDIES:** More than two tardies per nine weeks will result in lunch detention and/or other disciplinary action. If you are late for class, you are responsible for signing the Tardy Sheet; otherwise, you will be marked officially absent. If you are ill, **you must call in before 7am** to 799-7800 x5107, or **email me before 7am**, to let me know that you will not be in class, or you will lose participation points for the day.
- ⇒ **CELL PHONES/PLD's:** You may, according to CCSD Policy, have a cell phone in your possession, which you may use during lunch and after school only. If your cell phone rings during class, you will lose your attendance points for that day. No exceptions. You **MAY NOT** listen to your PLD (personal listening device) during class unless you are working independently, and you have the instructor's permission. Listening to PDA's backstage or during any work call is most definitely not allowed.
- ⇒ **CLEAN UP:** All students are expected to clean up their messes, and participate in clean up periods as they occur during the day. Excessive sloth will result in loss of participation points. Everyone cleans, every day.
- ⇒ **PREPAREDNESS:** You are expected to come prepared to work. **EVERY DAY** you will **need** your Technical Theatre Notebook, textbook and a pencil or pen (black or blue ink—no funky colors).
- ⇒ **LAB FEES, ETC.:** There will be a \$40.00 lab fee assessed for your materials and consumables. This fee may be charged again at the beginning of 2nd semester.
- ⇒ **PARTICIPATION:** Every theatre major is required to see and write about every Academy Theatre production. You will be required to see and write about theatre outside the Las Vegas Academy.
- ⇒ **RESPECT:** There is NO FOOD OR DRINK ALLOWED IN THE THEATRES, DESIGN STUDIO OR ANY CARPETED AREA ON CAMPUS. This is a NO SMOKING campus, and substance abuse will not be tolerated!
- ⇒ **Willful and deliberate destruction of any school property is against the law!** and morally and ethically reprehensible. Any individual caught defacing or stealing from this facility, or any individual on the premises, will be severely disciplined within the school system, and prosecuted to the fullest extent of the law.
- ⇒ All computer use must **relate directly to the educational experience**, and be in accordance with the CCSD Acceptable Use Policy. No recreational use of the computers is allowed.
- ⇒ The art and craft of theatre depends on mutual respect and trust within the ensemble. Backbiting, foul teasing, sexual harassment, ageism, or any other action or language that belittles or slanders others will not be tolerated. Our school is a **Hate-Free Zone.**

There are more detailed explanations of, and additional information about, our department expectations in the Academy Theatre Handbook, the official governing rules and regulations by which you and your parents/guardians agree to abide.