

# NESA Technical Theater Policies



Welcome to NESA Technical Theater. To students who are new, welcome to the program. To those of you who have been here before, welcome back. Some information that will be useful to you:

## *Class Supplies*

- 2" – 3 ring notebook
- # 2 Pencils
- Tabs for notebook at least 5
- **Work clothes – remember this is a class in which you build and paint, your clothes are your responsibility and NESA Technical Theater is not responsible for replacing damaged clothing.**
- Shoes you can work in – sturdy flat shoes, must have toes covered and a back on the shoe. Shoes should be constructed of thick canvas or leather with a non-slip sole. The technical director will determine if the shoes are appropriate for shop use. It is unsafe to work in the shop and on stage with open toed shoes, sandals, heels, or backless shoes. Improper footwear during class time and construction may cause the student to be removed from the work environment and their grade to be lowered.
- Other supplies as needed (drafting tools, paper, measuring tape, etc.)
- A set of black clothes for performances. Must meet NEISD policy and NESA Technical Director's approval.

## *Tardy Policy*

- The tardy policy used by LEE High School will be used by NESA classes. It is in your student handbook.

## *Attendance Policy*

- The attendance policy used by LEE High School will be used by NESA classes. It is in your student handbook.

## *Safety*

- Until the safety tests for tools are completed; power tools and hand tools are not to be used by the student.
- There is no reason to do anything or any job that is unsafe. If you are not sure what you are doing is safe, talk to your instructor before you do it. **SAFETY FIRST**

## *After School Tech Calls (ASTC)*

- When required, there will be an ASTC. The student is required to work on assigned projects and tasks to satisfactory completion. The ASTC will be from 4:05 PM to 6:30 PM usually. At times, there will be calls on weekends and holidays depending on show schedules. During production weeks, the running crew will be at the theater quite late. Normally a NESA production ends between 10:00 pm and 11:00 pm. The student and their parents are responsible for transportation. Prompt attendance and dedication is required on all productions.

## *Performance assignments*

- NESA Technical Theater majors will be required to work NESA events as production crew as assigned by the Technical Director. Performance assignments also include after school tech calls. If there is a conflict with the assignment, see the Technical Director for ***possible*** reassignments. **There is no guarantee that a change will be possible.**

### *Time clock*

- There is a time clock set up to assist in tracking the tech call hours. A student will punch in and out only on their time card. Punching someone else's time card may result in the loss of all the time on both of the students' cards.

### *Attendance at other NESAs events.*

- Technical theater students are required to attend one NESAs event per nine weeks and write a critique on the event. Tech students may not write a critique on a performance in which they are on the running crew.

### **NESAs Technical Theater Grading Policy**

Daily Work/ Sketches/ Participation	Quizzes Exams	Category 1 Production Hours After School Tech Calls. This is independent of a show assignment.	Assignments Both in and out of class and for a production	EXAMS 9 Week Exam	OBSERVATION Performance Critique (min 1)
<b>20%</b>	<b>15%</b>	<b>15%</b>	<b>20%</b>	<b>20%</b>	<b>10% Per 9 Weeks</b>

**Participation and Assignment Scores:** Grade assigned is based on completion of work task and the quality of the work, as well as the ability to remain on task during class time.

**98, 95, 90** = Efficiently on task and work completed, as required

**88, 85, 80** = Deficient of on task work, but re-directed and work nearly completed

**78, 75** = Not on task, but re-directed toward task; work not completed, but attempted

**74, 70** = Not on task, did not improve after re-directs; work not completed, min. effort.

**69 and below** = Not on task, did not improve after re-directs, work not completed, no effort; resistant to teacher correction and re-direction.

1 <sup>st</sup> Nine weeks / 3 <sup>rd</sup> Nine weeks	2 <sup>nd</sup> Nine weeks/ 4 <sup>th</sup> Nine weeks	Semester exam	Semester grade
40%	40%	20%	100%

Average of the two semester grades will equal final grade for the year.

### **CLASSROOM EXPECTATIONS:**

#### **-SAFTEY FIRST!**

-Students will attend class regularly and punctually.

-Students will bring necessary supplies to class.

-Students will not leave the classroom without permission.

-Students will demonstrate ability to behave responsibly.

-Students will respect others at all times.

-Students will wear proper attire to class.

-Student's cell phones are not to be used in class except with the technical director's permission.

## Policy of Advancement

Students in Technical Theater will receive notice three weeks after the end of the school year indicating whether or not the student will be invited to attend NESAs Tech the next year. Criteria for advancement will include the following:

- Fulfillment of the NESAs Technical Theater contract.
- Showing a passion and desire to continue in Technical Theater.
- A positive and a substantial contribution in the theatrical production process.
- Being on time and prepared for class, tech calls, rehearsals, and performances.
- A willingness to learn and grow in the creative process.
- Respect shown to fellow students, the faculty, and the facility at all times.
- Respect for the tools, craft, and the craftsmanship of technical theater.
- Interact with all majors at NESAs in a positive and creative manner.
- Following the NEISD Student/Parent Handbook for Secondary Schools.

Good behavior, truthfulness, and respect for teachers is expected from students at all times, both inside and outside of class.

Failure to meet NESAs grading policy, Technical Theater contract, Policy of Advancement, and classroom expectations can result in a student not being invited to return to the NESAs Technical Theater program for the next year.



## NESAs Technical Theatre Mission Statement

Students will experience, through hands on approach; principles of theater safety, elements of theatrical design, construction of scenic elements and props, techniques of lighting and sound, costume construction, and theatrical make-up. Students will have opportunities to tour local theaters and discuss technical requirements of productions. Students will have opportunities to develop skills as technical directors, stage managers, scenic, lighting, and costume designers, crew chief, and various other technical positions. The ultimate goal of this program is to give a great amount of hours of experiences for portfolio and resume development.



### Contact Information:

Director of Technical Theater: M. Ayers  
Phone: NESAs Office 210-356-1033  
Tech Director Office 210 356 0918  
NESAs Fax: 210-442-2507  
Address: North East School of the Arts at Lee H.S.; 1400 Jackson Keller; San Antonio, TX 78213  
Ayers School e-mail: [mayers@neisd.net](mailto:mayers@neisd.net)

# NEISD Fine Arts Code of Conduct

- Located in student handbook, electronic version on NEISD home page

- Located on NEISD Fine Arts Page at:

**<https://www.neisd.net/cms/lib/TX02215002/Centricity/Domain/166/FINAL%20Fine%20Arts%20Code%20of%20Conduct%202018%202019.pdf>**

## Some points to remember:

- North East ISD offers all students the opportunity to participate in a wide variety of extracurricular activities including band, orchestra, choir, theatre, spirit, clubs and organizations. Participation is encouraged as a portion of the 360 degree North East ISD educational experience to develop skills and knowledge in addition to academics. Regulations have been established to promote appropriate behavior of the students representing the schools through their leadership roles and participation in extracurricular activities. The expectations for students involved in extracurricular activities exceed the expectations for the general student body.
- Students participating in extracurricular activities are expected to follow the District's Student Code of Conduct, the Fine Arts Code of Conduct and any constitution and/or handbooks of the specific extracurricular organization. Violations of the rules will result in corrective and/or disciplinary action. The facts and circumstances will be taken into consideration when determining consequences for rule violations.
- The use, possession or distribution of illegal substances or involvement in other violations of the Fine Arts Code of Conduct will be addressed with disciplinary actions by the extracurricular activity in addition to any disciplinary actions taken by the school, District or law enforcement agency. The student alleged to be involved in a violation will be provided with an opportunity to address the allegations. An investigation will be completed prior to a decision being made regarding the allegations. Any student involved in extracurricular activities found to be in violation of the aforementioned rules will face disciplinary action regardless of the time or place of the violation. This includes on campus, off campus and the internet/social media.
- Once the determination has been made of a violation, the General Guidelines for Student Discipline as outlined in the North East ISD Board Policy FO (Local) will be used, when possible, and applied to all cases concerning the District's Fine Arts Code of Conduct. The following disciplinary actions will be administered throughout the District when infractions occur including, but not limited to: drugs, alcohol, tobacco, hazing, felony with bodily harm, conviction of a felony, nudity or promotion of pornography.
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## **Hazing Test:**

Every year the tech students will review the NEISD Hazing Policy and take an assessment for understanding. Students must score a 90 or better. Hazing is not tolerated on NEISD campuses.

### **Production Week for Music Theater productions, an example of tech call times**

- 10 Days before opening night tech students will be called in for rehearsals
- Saturday Before opening techs will be called 9A to 5PM
- Monday to Opening Thursday; call times 4:25P to 10 PM or 10:30 PM
- Call times on weekends normally 1 ½ hours before performance start.
- Strike after last performance of a show techs are called to stay later to begin the process of taking down a show.
- Meal Forms though NESA pArtners, cost determined by them. Free and reduced available but you will need to talk to pArtners. You can bring a lunch or have parents drop off but you cannot leave campus.

### **Example of Production Week for Dance shows**

- Saturday before the show; techs will be called 9A to 5PM
- Monday to show opening; call times 4:25P to 10 PM or 10:30 PM
- Call times on weekends normally 1 ½ hours before performance start.
- Meal forms work the same as music theatre accept you give money to dance department, not pArtners.

### **Parent Communication**

- Call the school
- School Email
- Skyward Email
- Right now Facebook is still active but I check it very little during the week
- Quick Communication: Remind please see tech web page for codes. Under Classroom information.

# Please Sign in all locations and Return to Mr. Ayers.

Please review the NESAs Technical Theater information with your parents. Along with your parents please sign this form and return this page to the Technical Director. File the previous pages in your technical theater notebook.

I have read the *NESA Technical Theater Policies* and discussed it.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## NEISD FINE ARTS CODE OF CONDUCT STUDENT-PARENT FINE ARTS CODE OF CONDUCT ACKNOWLEDGEMENT FORM

North East Independent School District officially adopted a District Behavior Management Plan including a Fine Arts Code of Conduct that promotes a positive and constructive approach to the improvement of learning situations and the overall school environment. It was developed through the commitment, cooperation, and involvement of the District's administrators, teachers, parents/guardians, and students in keeping with the guidelines of the Texas Education Code. The Fine Arts Code of Conduct is intended to serve as a resource to students, parents/guardians, and staff. This document defines right and responsibilities of each member of the school community and provides general information regarding District policies, practices, and procedures. The Fine Arts Code of Conduct is not an all-inclusive document and may be altered periodically. Please review this information so that there is a shared understanding of the District's expectations for student behavior and resulting consequences, as well as, the general practices of the District/Fine Arts Department. Link to Fine Arts Conduct is below:

<https://www.neisd.net/cms/lib/TX02215002/Centricity/Domain/166/FINAL%20Fine%20Arts%20Code%20of%20Conduct%202018%202019.pdf>

I understand that I /my child will be responsible for adhering to the rules and procedures as outlined in the North East ISD Fine Arts Code of Conduct. I am aware of the responsibility for reading and understanding the contents of the document.

Student Name (please print) \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Outside of class; NESAs Tech communicates through the use of the tech webpage, Facebook, and a texting program, Remind. Your student (**MAY**) or (**MAY NOT**) be involved in the use of this type of communication. Please circle your choice. Parent's Initials: \_\_\_\_\_