



# TUSCARORA

## PERFORMING ARTS

QUALITY STUDENTS. QUALITY SHOWS

# STUDENT HANDBOOK

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## **Introduction**

The motto of the Tuscarora Performing Arts (TPA) is “Quality Students. Quality Shows.” By this, we mean that shows of high caliber come from the work of professional performers and technicians. The purpose of this document is to outline the expectations and define the responsibilities of TPA students. In doing so, we foster a healthy, safe working environment, one in which students and staff can creatively collaborate in producing “quality” theatrical experiences. By setting clear expectations students and staff establish boundaries that promote and maintain a positive, safe work environment.

The handbook is divided into two sections: Expectations & Responsibilities. The Expectations section lists overall expectations of behavior for students that should be modeled by all participants (this section is also listed in the staff handbook). The second section (under construction) defines the role of each student leadership position and lists coordinating responsibilities for each role. There is also an appendix section which includes important forms, diagrams or information for your use, such as the important dates for 2023-2024.

[Click here to enroll in TPA afterschool productions!](#)

# Expectations

## Student Expectations

In order to make sure we have a fun theatrical experience the following expectations are to be modeled by all students and to be monitored by all TPA staff:

1. Students shall maintain healthy relationships:
  - a. All students will interact positively with one another, both during and outside rehearsals.
  - b. Bullying, harassment, and assault will not be tolerated. In some cases this may be grounds for immediate removal from Theatre events/participation, regardless of the strike system (described below).
  - c. Like most professional work environments, students should refrain from romantic relationships in the workplace.
2. Students shall act professionally:
  - a. All students will communicate with peers and staff in a positive manner.
  - b. Refrain from cursing or swearing both on and off stage.
  - c. Refrain from public displays of affection (PDA): kissing, petting, sitting in laps, cuddling, etc.
  - d. Students will follow the Rules of Communication & Marketing mentioned below.
3. Students will maintain a safe work environment:
  - a. Be supervised by an adult TPA staff member at all times (never alone)
  - b. Avoid running or jumping unless staged in a performance.
  - c. Wear appropriate clothing for working with power tools and dancing.
  - d. Always pay attention to your surroundings.
  - e. Respect tools, properties, costumes, etc.
  - f. Refrain from propping doors.
  - g. Do not bring tobacco, drugs, or alcohol to TPA events
4. Students will maintain high academic standing
  - a. Students are expected to pass all classes.
  - b. Students will turn in all assignments in a timely manner.
  - c. Students will advocate for help.
  - d. In the case students do not meet this expectation, they will instead work on academic assignments in rehearsal.

Breaking of these expectations may result in removal from the current production/event. We will treat each infraction of an expectation as a strike:

- Strike 1 – Verbal Warning
- Strike 2 – Communication with parent (email or phone)
- Strike 3 – Student will be asked to no longer participate

Any student who is suspended (in-school or out of school) for any reason may be asked to no longer participate in TPA events.

All students and parents must sign the TPA Handbook Agreement ([CLICK HERE](#)) adhering to and agreeing with the expectations listed above before participating in TPA productions/events.

These expectations must be reviewed at the first rehearsal of every production.

### **Leadership Expectations**

Our mission is to [provide every student with a fun theatrical experience that prepares them for the post-secondary world](#). Our students don't go on to just be actors, designers, or directors, but leaders! Leaders are expected to do the following:

- 1.) Communicate - Students, staff, and parents are expected to communicate
  - a.) All deadlines must be communicated and met.
  - b.) Communications should be kept professional, concerning only Theatre business.
  - c.) All conflicts should be communicated to TPA staff in an appropriate amount of time.
- 2.) Collaborate -
  - a.) Be positive and respectful of all decisions and ideas.
  - b.) Be willing to work with colleagues and support their ideas over your own.
- 3.) Commit -
  - a.) Always be prepared for meetings & rehearsals.
  - b.) Always refer to the mission above when making decisions (even outside of work).
  - c.) Be present five minutes earlier than the start time of any TPA meetings/events.

All TPA staff are responsible for training our students to model the above values.

## Rules for Communication & Marketing

Several tools are used to communicate events and timelines and marketing of productions. These include:

- Band app. - Our hub for communication with calendars, files, and chats for specific events/productions
- Facebook - Our #1 source of marketing productions with adults in the local community
- Instagram - Our #1 source of marketing productions with students
- Email Lists - A formal way of communicating important information with TPA families
- Website - An online resource for community members to receive information about our program and productions.

Students should use these tools in an appropriate manner and follow these guidelines in doing so:

1. Operating hours range from 7am-9pm. All correspondence should be conducted during those hours. Refrain from contacting any TPA member outside of these hours.
2. Chats and communications should concern only TPA business. Refrain from discussing personal life. Social interactions can be done so in personal chats/texts.
3. Refrain from spamming. Once a statement, comment or question is made, do not repeat it.
4. Please share any posts created by the TPA marketing team!
5. Only students on the marketing team should design/create marketing materials as they have the marketing guidelines for TPA.
6. All TPA marketing materials and communications must meet the standards of LCPS

Not adhering to the above guidelines may be cause for dismissal from any TPA communication tool or even removal from TPA participation.

Gain access to our marketing resources and applications:

Fill out our TPA Sign up: <https://forms.gle/fWVoWNpWKAwyhnrLA>

Check out our Website: <https://www.tuscaroraperformingarts.org/>

Join our Facebook page: <https://www.facebook.com/profile.php?id=100055420851406>

Follow our Instagram Account: [https://www.instagram.com/tuscarora\\_performingarts/?hl=en](https://www.instagram.com/tuscarora_performingarts/?hl=en)

Join our BAND Group: <https://band.us/n/a0a49az61991t>

## Appendix A

### IMPORTANT DATES

\*Please NOTE additional events/dates will be added throughout the year as staff and leadership creates MORE opportunities to perform and socialize!

 = Social Event       = Important Theatre Event       = Performance

#### **September**

2 12-2PM  Back to School Bash (Ida Lee Park behind Library)

5, 6, 7 @ 4:30pm  Fall Play Auditions (CLUE High School)

11 & 13 @ 8:15am  Shenanigans Auditions

16 Time 12-4PM  Carwash at Roy Rogers King St. (donations)

26 & 28 @ 8:15am  Winter Play Auditions (A Raisin in the Sun)

#### **October**

25<sup>th</sup> @ 7:00pm  Shenanigans Performance

#### **November**

9, 10, 11, 16, 17, 18 @ 7pm  Fall Play (CLUE High School)

19<sup>th</sup> 1:00-5:00pm  CLUE Strike (Cast Party Afterwards)

28, 29, 30<sup>th</sup> @4:30pm  Musical Auditions

#### **December**

7<sup>th</sup> @ 7pm  Shenanigans Performance

20<sup>th</sup> during the day  Smarts Mill Fine Arts Trip - Shenanigans only

#### **January**

4, 5, 6<sup>th</sup> VA Thespians (Capitol One Center)

## **February**

2, 3, & 4 @7PM A Raisin in the Sun (Winter show, BHM)

5th 2:00-5:00pm A Raisin in the Sun Strike (Cast Party Afterwards)

14<sup>th</sup> @ 7PM Shenanigans Valentines Performance

## **March**

A Saturday TBD One Day Nyc Trip

24-30 **SPRING BREAK**

## **April**

12, 13, 18, 19, 20<sup>th</sup> (CAPPIES) Spring Musical (Anastasia)

21st 1:00-6:00pm Anastasia Strike (Cast party afterwards)

## **May**

2<sup>nd</sup> @ 7PM Cluster Concert

22<sup>nd</sup> @7pm Blue Ridge CAPPIES - Anastasia Cast (@ Hylton Performing Arts)

30<sup>th</sup> @ 7pm Shenanigans Final Performance

## **June**

6<sup>th</sup> @ 7PM Drama Banquet (Cafeteria)