

Heatly Drama Club



Handbook
2017-2018

Purpose

The purpose of this handbook is to set forth Drama Club member obligations in a clear and concise way. After reading this handbook, please sign the last page, along with a parent/guardian and return it to one of the advisors.

Rehearsal Attendance

Make sure to read the schedule carefully to determine when you have to be at rehearsal. Not every person will be required to come to every rehearsal. When the words "Entire Cast" or "Ensemble" are used, everyone needs to attend. Otherwise, look for your character's name next to the day and time of the rehearsal. Be careful to also note the place. Rehearsals will be held in different places depending on the director running the rehearsal and the school calendar.

If a member must miss a rehearsal, please let the director of that rehearsal know via e-mail, phone, or a written excuse note. **Members should not come to a director or advisor at the last minute to tell them they will be absent.** Sending a friend to do this is also unacceptable.

If a member is absent from school, the member cannot attend rehearsal that day.

Any rehearsals missed without a written note will count as an illegal absence. Each member is allowed **three** illegal absences. **Suspension and detentions count as illegal absences.** If absent from school on a rehearsal day, it will not count as an illegal absence. After a member's fourth absence, a parent/guardian will be contacted regarding the status of the cast member. The number of absences may result in the cast member being dismissed from the show.

Attendance is mandatory for the last two weeks of rehearsals as well as at the performances.

Be on time to rehearsals!

Rehearsals are closed. This means no other students, family members, babysitters, etc. are allowed to watch the rehearsal unless invited by the director running the rehearsal. If a parent or guardian arrives early to pick you up from rehearsal, please ask them to wait in the hallway until you are dismissed. Please make sure your ride is on time. Many of our directors have other commitments to attend to immediately following our rehearsals. We appreciate your help in both being on time and promptly getting picked up!

Please visit heatlydrama.weebly.com or the drama board by the music room for an up-to-date rehearsal schedule and other announcements.

A Remind account has also been set up for last minute cancellations and meeting reminders. You will not receive reminders for every show rehearsal.

Cancellations

If for some reason, rehearsal needs to be cancelled at the last minute, an announcement will be put on the loudspeaker at school and a Remind message will be sent out. Each student is responsible for calling home to notify the person that picks them up. Please tell the classroom teacher you need to call home about Drama being cancelled (elementary students) or find an appropriate time to use the phone in the office to call home (secondary students).

Behavior

It is a privilege to be part of this group. Every member is expected to come to rehearsals with a positive attitude and to participate in the rehearsal to the best of their ability. Every member should be focused. If a member gets off task or out of control, a director or advisor will remind them with a warning.

Members will be given one warning in rehearsal when needed. If a member needs to be spoken to more than once their name will be jotted down in a log. If the same member gets their name in the log several times, they will be asked to leave the group. The Advisors, Director, and Music Director, reserve the right to remove a student from their role (and possibly from the entire show) if there are academic and/or behavior concerns.

Good behavior is important. Not only do we need to be able to work together and be productive at rehearsals, we are also representing our families, school and community when we perform on stage.

Regular classroom expectations apply to Drama rehearsals:

Be Respectful - Please respect your environment, scripts, classmates, and teacher. We will have a great year if we all show respect at all times.

Be Responsible - Each member should come to rehearsal on time with their script and a pencil.

Be a Learner - Practice your lines outside of rehearsals. Have your lines memorized by the date announced by the director. Complete homework for your other classes on time. Remain a student in good, academic standing.

Be Safe - Keep hands, feet, and other objects to yourself. Make good decisions.

Be Peaceful - While waiting for your turn remain seated and quiet.

Scripts

Each person will have a script or prompt book. Please make sure to take good care of your script. This year, you will be able to keep your script. However, students whose scripts are damaged beyond repair or lost during the course of the production will be held responsible for replacing them at cost, including shipping & handling, and tax. **Bring your script and a pencil to EVERY rehearsal.**

Academic Performance

All members of Drama should do their best in school. If they need to stay after for extra help with a teacher on rehearsal days, they should let a director or advisor know as soon as they can. This will not count as an illegal absence. However, a student that misses rehearsals constantly for extra help in school may need to leave the group.

Secondary students (grades 6-12) who are failing two or more classes may be assigned to attend the morning study hall in order to help their academic performance during the duration of the show. Grades will be checked at the 5 week mark (Quarter 3 grades, and Progress Reports grades). Ms. Dzembo will contact secondary students and their parents if this is the case.

The Advisors, Director, and Music Director, reserve the right to remove a student from their role (and possibly from the entire show) if there are academic and/or behavior concerns.

Rehearsal attendance is mandatory for the last two weeks of rehearsals as well as at the performances. The week before the show is called "Tech Week".

Performances

This year's production will be held on Friday, June 8th and Saturday, June 9th at 7 p.m. A call time will be announced on the schedule prior to tech week. If you cannot attend the performances, you **CANNOT** be part of the cast. Please let an advisor know immediately if this is the case.

Parent & Guardian Volunteers

There are a lot of aspects of producing a musical that occur behind the scenes. This includes building the set, painting set pieces, creating props and costumes, hair and make-up, organizing props, etc. Please indicate on the handbook slip if a parent or guardian is interested in helping and in what area.

Please detach, sign and return to Ms. Dzembo or Mrs. Littlejohn as soon as possible. Once you have handed in your slip, you will be given a script.

Agreement:

I, _____,

accept my role/s as _____

in "The Wizard of Oz". I have read this handbook with my parent or guardian and understand what is expected of me as a member of this production. I will do my best to meet these expectations and understand that if I don't meet them, I may be asked to leave the Drama production. **I understand that if I lose my prompt book/script, I will need to pay to replace it.**

Member Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parents and Guardians - If you are interested in volunteering, please check the areas you'd be able to help in:

- Costume making
- Set building
- Set painting
- Hair
- Make Up
- Other _____

The best way to reach you is: _____