



North Hills School District

North Hills Junior High School

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www.nhsd.net



Directors: Shaun Cloonan, ext. 5225; Susan McKinney, ext. 4054

Drama Club Musical Production



2009-10 Policies & Guidelines

Congratulations!

You were selected from many talented students to play a role in our upcoming production of *Alice in Wonderland, Junior*. Before we begin our journey of long hours, dedication and hard work, every student and parent must read the Policies & Guidelines and sign the Student Contract.

Attendance

1. *Calendar* – Students will receive a calendar of all rehearsals, performances, set strike and cast party. **Students are expected to attend all rehearsals and set strike as published in the calendar.** The cast party is planned by the students and parents. It is optional but can be great fun! Changes may be made to the calendar on an “as needed” basis. Students will be notified as to whether or not they have a “day off” from rehearsals. Please keep open lines of communication with your students and with the production staff.
2. *Scheduled Rehearsals* – Students are expected to attend all scheduled rehearsals. Not everyone is needed every day, so be aware of the calendar. Students will be excused for illness or death in the family. Any other absence must be pre-approved by Mr. Cloonan or Mrs. McKinney. Please contact Shaun Cloonan at 412-318-1000 ext. 5225 or Susan McKinney at 412-318-1000 ext. 4054 if you will be absent from school. An absence from school must be followed up with a school issued absence slip.
3. *Tech Week* – The week before the show is considered “tech week” and is **mandatory** for all cast and crew. This includes the tech rehearsals the week of the show and the set strike after the show. The only excused absences will be illness or death in the family that is accompanied by a phone call and school issued absence slip.
4. *Other activities* – We understand that students may be involved in more than one activity. However, there are many students who do not make the cast list. In fairness to everyone, it is important that our cast & crew make a serious commitment to our production. We work in conjunction with fellow coaches and activity sponsors. Absences for extracurricular activities within the school district must be pre-approved by Mr. Cloonan or Mrs. McKinney, and there will be **absolutely no excused absences from tech week** for another activity.
5. *Parents* – Please make every attempt to schedule doctor’s appointments, hair appointments, etc. at times that do not coincide with rehearsals. We need every minute, and it helps if the cast and crew are all there at all times!
6. *Consequences* – The directors reserve the right to ask a student to leave the cast and/or crew if he/she has more than one unexcused absence, more than three excused absences, or does not comply with the behavior policy in accordance with the North Hills School District.

Communication

We will compile a snow phone chain that will be handed out to students. This mostly applies to the Saturday rehearsal in January, or if an after-school rehearsal should need to be cut short due to weather/emergency. Additionally, e-mail addresses will be acquired so that any schedule changes or updates can be quickly sent out electronically as well. Emergency/Weather-related information will also be posted on the district website <www.nhsd.net>, and all schedule changes and announcements made in rehearsal will be available by going to Mr. Cloonan's teacher page at <<http://teachers.nhsd.net/cloonans>> and clicking on the "jr. high musical" link on the menu at the top of the page.

Behavior

Junior High musical students are expected to follow all North Hills School District policies outlined in the Student Handbook. Inappropriate behavior, including harassment, improper interpersonal behavior, destruction of school property, possession and/or use of tobacco, tobacco products, alcohol, drugs or weapons, fighting and/or use of profanity will be handled through the existing district procedures.

Music & Materials

Students will receive a copy of the script and the music for rehearsals. These do not need to be returned at the close of the production. All cast members are asked to supply a 3-ring binder to put your scripts and music inside. A rehearsal CD will also be issued to each cast member. Students must bring their binder (with script and music inside) and a pencil to every rehearsal! Students should dress comfortably for rehearsal in clothes and shoes that will allow them to move freely for dancing and blocking scenes.

Goal

Our goal is to put on a quality performance, while having fun and gaining an education! We all need to commit and to cooperate in order for that to happen. We assure you that the production staff is committed and will do what it takes to make this a success.

Please contact us if you would like to volunteer to help our production. We need help with the following: Set design (painting, creating, etc.), Costumes (sewing, designing, perusing goodwill stores, etc.), Handing out programs, Soliciting program ads from business and personal ads from relatives, Selling flowers, balloons, photographs, t-shirts, etc. the nights of the performances, and anything else you may like to do!

Any money that is made goes to offset production costs not covered by the budget, allows us to buy pizza for long rehearsals, and may help towards the well-deserved cast party after the performance!

Please note: the cast party is planned and given by parent volunteers. Each year we make a donation that can be used for the party, such as hall rental, DJ fee, food, decorations, etc.

Medical Information

If there is a medical condition that we may need to know about, please attach a separate note explaining what we should do in the case of emergency. Thank you.

Please sign and return the attached Student Contract no later than Friday, November 6, 2009. Students who do not complete a contract will be asked to leave the cast/crew.

On behalf of the production staff, welcome and "break a leg"!

Mr. Shaun Cloonan, director
Mrs. Janet Bartlett, choreographer
Mr. Paul Stumpf, technical director
Mrs. Siobhan DeWitt, costume manager

Mrs. Susan McKinney, music director
Ms. Katie Mahler, business manager
Mr. Joe Plazek, lighting designer
Ms. Robin DeGregory, set designer



North Hills Junior High School Drama Club 2009-2010 School Year Production



Student-Parent Contract

Cast Member Name *(please print)* _____

Grade _____ Homeroom _____

Student E-mail Address *(if applicable)* _____

Parent/Guardian Daytime Phone Number _____

Parent/Guardian Evening Phone Number _____

Emergency Contact Name _____

Emergency Contact Phone Number _____

To the Cast Member: By signing below, you agree that you have read and understand the guidelines and policies of the drama club outlined on the previous pages, and that you are prepared to dedicate your time and will commit to making this year's production a success.

To the Parent/Guardian: By signing below, you acknowledge that your son/daughter is a part of the musical cast, and that you understand the commitment they are undertaking. You agree to support your student by assuring that he/she attends rehearsals and follows the guidelines listed on the previous pages.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Please sign and return this form to Mr. Cloonan (Chorus Room A100) or Mrs. McKinney (Chorus Room or Rm. A012) by no later than Friday, November 6, 2009. Students who do not complete a contract will be asked to leave the cast/crew.