

*The Marvelous Land of Oz*

Sacred Heart School

Winter 2020

Parent Handbook

***For Grades 2-8***

Junior Players ☒ Main Cast ☒ Tech Crew

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## A Letter from the Director

Dear Parents and Students:

Welcome to ***The Marvelous Land of Oz!*** I first encountered the world of Oz on the bookshelf of my grandparents' house, where my Nana had all of L. Frank Baum's books (in hardcover) from when she was a little girl.

Books? That's right – the story of Dorothy Gale detailed in *The Wonderful Wizard of Oz* was the first in a series. Baum wrote the original 14, and after his death other authors added another 26 official titles. This doesn't include the prequels, sequels and other related books set in the land of Oz by dozens of other authors!

*Marvel*, based on the second book in the series, takes us back to Oz shortly after Dorothy returns to Kansas. Scarecrow is in charge, Tin Man commands the Winkies and Glinda is still there to dispense wisdom. But the hero of this story is young Tip, who wants to escape the clutches of the evil Mombi. His journey takes us on an unexpected path through a familiar world. This exciting new musical was written by Sam Pettit and Justin Beal, a local composer and book writing team!

This year, Playmakers is thrilled to take our show to Kirkland Performance Center. Students have the opportunity to perform in a traditional theater with professional-grade lighting and sound. It's a new and exciting experience for all of us!

Make sure you read all the way through the handbook and take note of important dates and policies. If you have questions this handbook doesn't quite answer, please drop an email to [playmakers@sacredheart.org](mailto:playmakers@sacredheart.org) and we'll steer your query to the right person.

On behalf of the administration and the Playmakers board, we look forward to having you join us this winter!

Britt Boyd  
Director – *Playmakers*

## *The Marvelous Land of Oz synopsis*

*The Marvelous Land of Oz* is the adventurous story of a boy named Tip as he travels throughout the many lands of Oz. Along the way he meets the Scarecrow and Tin Woodman, as well as many new characters – Jack Pumpkinhead, the Wooden Sawhorse, and the Amazing Gump. How they thwart the wicked plans of the witch Mombi is a tale as exciting and endearing today as when first published over eighty years ago.

## STUDENT OPPORTUNITIES AND AUDITION/REGISTRATION DETAILS

Sacred Heart students in grades 2<sup>nd</sup> and up are eligible to participate in *The Marvelous Land of Oz*:

- 2<sup>nd</sup> – 3<sup>rd</sup> Grade      Junior Players (actors)
- 4<sup>th</sup> – 8<sup>th</sup> Grade      Main Cast (actors) and Tech Crew (backstage help)

Strict registration limits are maintained to help keep the program safe, fun and manageable:

- Main Cast (4<sup>th</sup> – 8<sup>th</sup> graders)      55 students
- Junior Players (2<sup>nd</sup> - 3<sup>rd</sup> graders)      30 students (15 in each cast)
- Tech Crew (4<sup>th</sup> - 8<sup>th</sup> graders)      15 students

### Main Cast – Grades 4<sup>th</sup> – 8<sup>th</sup>

- All students in these grades who wish to be considered for these roles must audition.
- Students may audition for Main Cast and interview for Tech Crew in the same year but can only be assigned to one. They may be assigned to the waitlist pool for both if they do not receive a spot.
- Speaking role auditions will be held from 3:30 – 6:00 on Tuesday, November 5<sup>th</sup> and Wednesday, November 6<sup>th</sup>. **Students must have a completed audition packet signed by their parent to audition.** Students will wait in the Moore Theatre and be called individually into the Music Room to audition. Upon finishing their audition, students are free to leave once their ride arrives.
- Casting offers will be emailed on Saturday, November 16<sup>th</sup> to the parent email listed on the audition packet. That email will also contain the registration link; registering for the play is how students accept their roles. **Cast members must register by noon on November 17<sup>th</sup> or they will forfeit their spot and be moved to the waitlist. No reminder emails will be sent.**
- Students who are not cast will be moved to the waitlist pool. If a spot opens in the cast, a student will be selected from the waitlist pool who best fits the need for that role. There is no assigned order to the waitlist pool, and we are unable to give information about a student's likelihood of being cast from the waitlist pool.
- Audition material will be available via OneDrive to students using their SHS email address. Please prepare one of the scenes (the student reads one character and a reader will read the other character), as well as one of the songs. Students should choose material that best shows their acting and singing, even if it is not a character they want to be considered for. Students should indicate on their Audition Form the specific characters they are most interested in playing.
- A rubric is used to assess each audition. Auditors will be looking at the character created, voice (volume and diction), and movement and how the choices made reflect the character and situation. Memorization is not required, but students should be able to perform without burying their face in the script.
- Students may be asked to attend some or all of callbacks the following week, which may include

singing, dancing and acting. This happens when the Production Team is considering the student for a role that requires special skills (e.g. singing harmony) that are not seen at the first audition or wants to see the student do something else. Students who are called back are not guaranteed a role, and students not called back are still being considered for roles.

### Junior Players – Grades 2<sup>nd</sup> – 3<sup>rd</sup>

- **Junior Players do NOT audition for the play. Instead, all spaces will be distributed via a lottery system.** The registration lottery opens on Thursday, December 5<sup>th</sup> at 7:00am and closes on Thursday, December 12<sup>th</sup> at 3:30pm. The lottery form will be posted on the Playmakers website and can be filled out at any time during that time period. Parents will be asked to indicate their preference for the matinee cast or the evening cast.
- The matinee cast performs on Saturday and Sunday, March 7<sup>th</sup> & 8<sup>th</sup>, at 2:00pm. The evening performs on Friday and Saturday, March 6<sup>th</sup> & 7<sup>th</sup>, at 7:00pm. Rehearsal dates for both casts will be posted on the Playmakers website on or before December 1<sup>st</sup>.
- At 3:30pm on Thursday, December 12<sup>th</sup>, the lottery will be conducted in the school office:
  - The first name drawn will take the first space in their preferred cast (matinees or evenings).
  - Each subsequent name will be placed in their preferred cast until all spaces are filled. If a student indicates they are only interested in a cast that is filled prior to their name being drawn, they will be placed on the waitlist.
  - Once both casts are filled, all remaining names will continue to be drawn and added to the waitlist in the order drawn.
  - Families will be notified about their students' status via email following the drawing. That email will also contain the registration link; registering for the play is how students accept their roles. **Junior Players must register by Saturday, December 14<sup>th</sup> at 5:00pm or they will forfeit their spot and be moved to the bottom of the waitlist. No reminder emails will be sent.**
  - Students can be added to the bottom of the Junior Players waitlist at any time after the lottery by emailing [playmakers@sacredheart.org](mailto:playmakers@sacredheart.org).
- Families are asked to read through all the information in the handbook before registering for the program. Please note the schedule with all mandatory dates/times, the discipline policy, and volunteer requirements.
- **Junior Players paperwork is due on Tuesday, December 17<sup>th</sup>.** This includes the Junior Player information form and the conflict form. Paperwork will be submitted entirely online.

### Tech Crew – Grades 4<sup>th</sup> – 8<sup>th</sup>

- Tech Crew is open to both returning and new team members via an interview process.
- **Tech Crew interviews will be held from 3:30 – 5:00pm on Thursday, November 7<sup>th</sup>.** Sign up for a half hour time slot on the Playmakers website beginning on Friday, November 1<sup>st</sup>. Students

will wait in the Moore Theatre and be called individually into the Music Room to interview. Upon finishing their interview, students are free to leave once their ride arrives.

- Students must have a completed tech packet signed by their parent and homeroom teacher to interview. Please be ready to discuss your answers as part of your interview.
- Students may audition for Main Cast and interview for Tech Crew in the same year but can only be assigned to one. Please be sure to indicate your preferences

## FEES AND SCHOLARSHIPS

Playmakers fees cover production costs and include a show t-shirt and cast/crew party.

Main Cast (Grades 4 – 8)	Fee - \$175.00
Junior Players (Grades 2 - 3)	Fee - \$80.00
Tech Crew (Grades 4 - 8)	Fee - \$35.00

### Scholarships

Playmakers supports all students at Sacred Heart School. No student will be prevented from participating because of financial need. Scholarships are available so please contact Mr. Burroughs at [dburroughs@sacredheart.org](mailto:dburroughs@sacredheart.org) if you need assistance. Students who receive scholarships must follow all other registration and casting processes. We highly encourage contacting Mr. Burroughs when you sign up for an audition (4<sup>th</sup> – 8<sup>th</sup> grade actors), interview (tech crew) or lottery (Junior Players).

### Withdrawing from Playmakers

- Families who wish to withdraw from Playmakers after registering can do so by emailing [playmakers@sacredheart.org](mailto:playmakers@sacredheart.org).
- The following refund schedule will apply to refunds from all Playmakers programs:
  - Withdrawal by November 23<sup>rd</sup> = 100% refund
  - Withdrawal by November 30<sup>th</sup> = 60% refund
  - Withdrawal by December 7<sup>th</sup> or after = no refund

## IMPORTANT DATES AND SCHEDULES

### Dates to Note

November 5 <sup>th</sup> & 6 <sup>th</sup>	Main Cast Auditions / <a href="#">PAPERWORK DUE AT AUDITIONS</a>
November 7 <sup>th</sup>	Tech Crew Interviews / <a href="#">PAPERWORK DUE AT AUDITIONS</a>
November 12 <sup>th</sup> – 15 <sup>th</sup>	Callbacks for Main Cast (by invitation only)
November 16 <sup>th</sup>	Main Cast and Tech Crew offers and registration emails sent
November 17 <sup>th</sup>	Registration closes for Main Cast and Tech Crew at noon
November 18 <sup>th</sup>	First day of rehearsals for Main Cast and Tech Crew <b><a href="#">MAIN CAST AND TECH CREW PARENT MEETING – MANDATORY</a></b>
December 5 <sup>th</sup>	Junior Players lottery opens at <b>7:00am</b>
December 12 <sup>th</sup>	Junior Players lottery closes at <b>3:30pm</b> Junior Players lottery results and registration emails sent
December 17 <sup>th</sup>	Junior Players paperwork due
<b><i>December 19<sup>th</sup> – January 6<sup>th</sup></i></b>	<b><i>Christmas Break – No Rehearsals</i></b>
January	Rehearsals begin for Junior Players <b><a href="#">JUNIOR PLAYER PARENT MEETING – MANDATORY</a></b>
<b><i>February 17<sup>th</sup> – 21<sup>st</sup></i></b>	<b><i>Midwinter Break – No Rehearsals</i></b>
February 29 <sup>th</sup>	<b><a href="#">TECH WEEK STARTS – NO CONFLICTS ALLOWED FOR ALL MAIN CAST, JUNIOR PLAYERS AND TECH CREW</a></b>
February 29 <sup>th</sup>	9:00 – 5:00 –Tech Dress Rehearsal with photos (No Junior Players)
March 4 <sup>th</sup>	3:30 – 7:00pm –Dress Rehearsal (Emerald Cast Principals) with photos
March 5 <sup>th</sup>	3:30 – 7:00pm –Dress Rehearsal (Ruby Cast Principals) with photos
March 6 <sup>th</sup>	<b><a href="#">7:00 OPENING NIGHT (EMERALD CAST PRINCIPALS)</a></b>
March 7 <sup>th</sup>	<b><a href="#">2:00 MATINEE SHOW (EMERALD CAST PRINCIPALS)</a></b> <b><a href="#">7:00 EVENING SHOW (RUBY CAST PRINCIPALS)</a></b>
March 8 <sup>th</sup>	<b><a href="#">2:00 CLOSING MATINEE (RUBY CAST PRINCIPALS)</a></b>
<b>March 10<sup>th</sup> &amp; 11<sup>th</sup></b>	<b><a href="#">Strike – one day of work mandatory for Main Cast and Tech Crew</a></b>

### Parent Meeting

Our parent meeting is required for all families with students participating in Playmakers. Please be sure to mark the date on your calendar and let us know if you'll be sending someone other than a parent/guardian in your place.

<b>MAIN CAST</b>	Monday, November 18 <sup>th</sup>	5:15 – 5:30pm
<b>TECH CREW</b>	Monday, November 18 <sup>th</sup>	5:15 – 5:30pm
<b>JUNIOR PLAYERS</b>	First day of rehearsal	4:15 – 4:30pm



## Conflicts

### Conflict Form Due Dates

- Main Cast: At time of audition on November 5<sup>th</sup> & 6<sup>th</sup>
- Tech Crew: At time of interview on November 7<sup>th</sup>
- Junior Players: December 17<sup>th</sup>

**Conflict forms for Main Cast and Tech Crew may be updated via an email to [playmakers@sacredheart.org](mailto:playmakers@sacredheart.org) until 6:00pm on Friday, November 15<sup>th</sup>. Any conflicts received after that time will be considered unexcused and may result in cast changes.**

**No conflicts will be accepted for rehearsals and performances February 29<sup>th</sup> – March 8<sup>th</sup>.** This includes the Saturday Tech Dress rehearsal on February 29<sup>th</sup> (no Junior Players for this date). Students must also be available for strike on either March 10<sup>th</sup> or 11<sup>th</sup>. Unexcused conflicts on these days may result in a student's removal from their role or specific scenes. Students with required M&M should report to the Moore as close to 3:30 as possible during these dates.

## Excused and Unexcused Absences

Absences are defined as missing more than 45 minutes of rehearsal OR more than half of your called time that day (e.g. missing 30 minutes when you're called 3:30-4:30). Rehearsal conflicts and absences are difficult on everyone, and every student is important to the process.

- All absences approved by the director prior to casting are considered *excused*.
- All absences due to illness or injury are considered *excused*.
- Peer-to-Peer and other academic conflicts are considered *excused* if the student checks into the Moore prior to leaving for tutoring. Messages passed from classmates do not count as checking in and will be considered *unexcused*.

All other absences are *unexcused*. All Playmakers who have 3 or more *unexcused* absences will be put on probation and will require a parent/director conference to determine his/her ongoing role in the show.

**If you are absent from school on a rehearsal day, you may not attend rehearsal. This is true for both excused and unexcused school day absences.**

## Weekly Rehearsal Schedule

Playmakers provides a quality educational and artistic experience to as many students as possible. Since we all have many time obligations and family commitments, we are striving to give you detailed information on rehearsal schedules so you can make informed choices for your student and your family.

**Due to the nature of the show, we cannot guarantee your child will have rehearsal the same days each week; schedules will be distributed well in advance taking into consideration the conflicts submitted at auditions.** We will do our best to honor the schedule we present by making as few or no changes to the schedule and by always starting and stopping on time. We ask that you do the same with prompt pick-up at the end of rehearsals and communication on potential conflicts or absences.

## Time Commitment

Main Cast and Tech Crew begin rehearsal on Monday, November 18<sup>th</sup> (Tech Crew is invited, but not required to attend this day). Junior Players rehearsals will begin in January, and the specific day of the week will be available prior to the lottery opening.

In general, students should expect to attend rehearsal:

<b>MAIN CAST PRINCIPALS</b>	<b>3-5 days a week</b>
<b>ALL OTHER MAIN CAST</b>	<b>2-4 days a week</b>

Main Cast will be called based on the needs of the show and the conflicts given on audition form. Rehearsal schedules will vary from week to week depending on which scenes are being worked on; some weeks actors may be called for fewer days than others and all will be at rehearsal more in the weeks before opening. Rehearsal schedules depend on how many scenes characters are in – more scene work, songs and dances mean more rehearsal time. There will be downtime at many rehearsals for students to work on their homework.

### **JUNIOR PLAYERS** **1 day a week until Tech Week**

Junior Players will rehearse one day a week and attendance is vital. A parent volunteer will meet all Junior Players in the Primary hallway near Miss Etter's classroom at 3:15 and walk them over to the Music Room. Please send a snack to school with your Junior Player that they can eat at the beginning of rehearsal time. They will need that little energy boost to get them through all our singing and dancing!

### **TECH CREW** **3-4 days a week starting in late February**

Tech Crew have a very limited amount of time to rehearse onstage and must be available for most (if not all) of the rehearsal time allotted.

## Tech Week Schedule (Mandatory)

Tech week begins on Saturday, February 29<sup>th</sup>. It should be assumed that the Main Cast and Tech Crew will be called for the entire day (9:00 – 5:00, with meal and snack breaks). A specific call schedule will be distributed in mid-February.

In addition, all participants (Main Cast, Tech Crew and Junior Players) will be required to attend tech rehearsals each day on the week of March 2<sup>nd</sup>. The dress rehearsals on Wednesday and Thursday, March 4<sup>th</sup> and 5<sup>th</sup> will run until 7:00 (Junior Players will be released at the intermission break on these days). There will be time for students to do homework backstage.

**No conflicts can be accepted during tech week. It is mandatory.**

## Performance Schedule

<b>MARCH</b>	FRIDAY	5:30 PM	CALL	MAIN CAST AND TECH CREW
<b>6TH</b>	OPENING	6:00 PM	CALL	JUNIOR PLAYERS (EVENING)
		7:00 PM	CALL	CURTAIN
<b>MARCH</b>	SATURDAY	12:30 PM	CALL	MAIN CAST AND TECH CREW
<b>7TH</b>	MATINEE	1:00 PM	CALL	JUNIOR PLAYERS (MATINEE)
		2:00 PM	CALL	CURTAIN
	SATURDAY	5:30 PM	CALL	MAIN CAST AND TECH CREW
	EVENING	6:00 PM	CALL	JUNIOR PLAYERS (EVENING)
		7:00 PM	CALL	CURTAIN
<b>MARCH</b>	SUNDAY	12:30 PM	CALL	MAIN CAST AND TECH CREW
<b>8TH</b>	MATINEE	1:00 PM	CALL	JUNIOR PLAYERS (MATINEE)
		2:00 PM	CALL	CURTAIN

Following the closing matinee, everyone is responsible for helping pack up all show items to be transported back to Sacred Heart. **Everyone stays until all spaces are cleaned up and packed for transport.**

## KIRKLAND PERFORMANCE CENTER

We are excited to be moving this year's performances to Kirkland Performance Center. Our first day there will be Tuesday, March 3<sup>rd</sup>. In January, more information will be distributed regarding transportation, ticketing and other important logistics.

## COSTUMES AND TECH UNIFORMS

Costumes are one of the most exciting things about being in a play and our costumer is sure to make everyone look great!

- While most costume pieces will be provided, both Main Cast and Junior Players are asked to provide appropriate undergarments and shoes. Actors might also be asked to provide other simple layering pieces if they are already owned by the student – please do not buy anything specifically for the show!
- Tech Crew will be wearing their specially designed t-shirts for performances and are asked to provide their own black pants, black socks and PE-appropriate shoes (preferably dark).
- All costume pieces must be returned to Playmakers on the day of the last performance.
- Additional information on costumes, make-up, and hairstyles will be sent out prior to Tech Week.

## VOLUNTEER REQUIREMENTS

Playmakers is a volunteer-driven organization and it takes a small army to make these productions happen each spring. That's where our parents come in!

### MAIN CAST

Parents with actors in grades 4-8 will be asked to sign up for two volunteer jobs – one pre-production job and one performance production job.

### JUNIOR PLAYERS and TECH CREW

Parents with only a Junior Player or Tech Crew member are asked to sign up for one job – either one pre-production or one performance production job.

## Volunteer Information

- Pre-production volunteers get an up-close look at a day of rehearsal as they monitor students. Tasks include checking students in and out, monitoring noise levels and supervising daily clean up. This role allows the Production Team to focus on directing and serves as an additional adult support for emergencies.
- Production jobs are vital to our show's success! These jobs include audience-facing roles (e.g. tickets, cleanup) and student-facing jobs (e.g. backstage monitoring). Dividing these tasks means that all families have an opportunity to see the show, while still allowing the production to run smoothly.
- If you have a special area of expertise where you would like to offer help, please let us know and we will find a special job for you.
- All volunteer sign-ups will happen through our Sign-up Genius web account. If you must reschedule less than a week prior to your volunteer day, we ask you to find another parent to switch places with you. Volunteers must be at least 18 years old.
- Parents with multiple students follow the same requirement as those with only Main Cast actors. Additional service is not required but is always welcome and much appreciated!

## COMMUNICATION

The *Playmakers* website, <http://sacredheart.org/Playmakers>, is our primary means of communication.

**Please check the website often.** Emails will be sent Sundays with additional information using the contact information you provided with your online registration for all *Playmakers* communications. Email blasts will only be used for last minute changes, time-sensitive updates (such as costume and tech week updates), or for individual contacts.

The email linked to your registration account will be the primary email used in communication. Please email [playmakers@sacredheart.org](mailto:playmakers@sacredheart.org) if you wish to update your information or have emails sent to

more than one adult in your family. Main Cast students will also receive weekly schedule emails via their school email account.

## REHEARSAL PROCEDURES

### Closed Rehearsals

Playmakers rehearsals are closed rehearsals. Siblings and friends staying after school who are not in the show must sign in to ESS. Family and friends are asked to wait outside of the rehearsal area for Playmakers students. This keeps our noise level and distractions to a minimum. Parents will have the opportunity to preview the performance during their pre-show volunteer jobs.

### Snacks

Students will have until 3:30 to enjoy a snack before food must be put away. The best snacks are those that give your student energy and can be cleaned up quickly. If left-behind garbage and spills become a problem, snacks will be banned from the Moore and will only be allowed outside.

**Jamba Juice and other smoothie-style drinks are banned from the Moore Theatre due to the inability to clean up spills. All other beverages must have a fully closable lid. Thank you for your help!**

### Electronic Devices

Devices are permitted under the following guidelines:

- The student has completed their schoolwork or is using the device for school purposes.
- Headphones or earbuds are required if the sound is on.
- Only one student may use the device at a time. Exceptions will be made for schoolwork, provided that the use isn't distracting to the rehearsal.
- Students are responsible for the care and safety of their devices.

All internet use is subject to Sacred Heart's Network Guidelines (<http://sacredheart.org/School/wp-content/uploads/2009/01/SHS-Network-Guidelines.pdf>).

### Cell Phones

Phones are subject to the same rules as other electronic devices, and may only be used at the following times:

- Before rehearsal (before 3:30)
- When a student is not directly involved in rehearsal (e.g. sitting in the audience while a scene they are not involved in is being rehearsed)
- During the mid-rehearsal break
- After rehearsal ends (at 5:30)

No phones are allowed onstage. **Phones being used at inappropriate times or that become distractions will be confiscated until the end of rehearsal, and students with recurring phone issues must check their phone in when they arrive.**

During Tech Week, all phones are checked in at the beginning of each rehearsal and checked back out at the end of the rehearsal. This helps keep students focused, avoids breakage and ensures a phone won't go off in the middle of the show.

## Memorization

Memorizing lines, lyrics, and cues is one of the major responsibilities of all performers. We're in this together! Performers who struggle with the material make it difficult for the entire cast to rehearse. Please prioritize memorization during downtimes at rehearsal when you are not needed onstage. Students may work in the hallway with permission from the parent chaperone but should stay within earshot in case they are needed onstage.

After a scene, song or dance is rehearsed for the first time, students are expected to come into their next rehearsal with the material memorized. Students who fail to make progress in memorization may be removed from the scene, song or dance.

## Homework and Grade Checks

The priority for all students not onstage for rehearsal should be completing homework that can be done at school. **Participation in Playmakers is never an excuse for missing work or extended deadlines.**

PowerSchool checks are done weekly for middle school participants, and notable grade slippage will result in a conference about whether the student can continue balancing their academics with Playmakers. Elementary and Intermediate teachers will also notify Ms. Boyd if a student's academics are becoming an issue. Ongoing grade issues will be sent to SHS administration for consultation about further participation in Playmakers.

**Students with unresolved missing work on their PowerSchool check may not attend rehearsal until the missing work is completed.**

## Pick-up and ESS

All students need to be picked up promptly when their call time or rehearsal time ends. The checkout point for all students is the double door vestibule between the Moore Theater and the parking turnaround.

- **2<sup>nd</sup> – 5<sup>th</sup> grade** – students must be signed out at the door
- **6<sup>th</sup> – 8<sup>th</sup> grade** – students may sign themselves (and their younger siblings) out of rehearsal and walk to their cars without a parent getting out. If you do not wish your middle schooler to have this privilege, please email [playmakers@sacredheart.org](mailto:playmakers@sacredheart.org) and we will keep them until you come into the building.
- **ESS** picks up all regularly scheduled attendees at the end of rehearsal. Students who are not picked up within 10 minutes of the end of rehearsal will be sent directly to ESS.
- Students with walk home paperwork on file with the school may sign themselves out to walk home. No other students may leave campus unless staff are provided with parent authorization.

## PLAYMAKERS DISCIPLINE POLICY

### Rehearsal Guidelines/Behavior Expectations

Playmakers follows the same rules of conduct as students are expected to follow during the school day, as outlined on the SHS website in the Code of Conduct document (<http://sacredheart.org/School/wp-content/uploads/2009/01/CodeOfConduct.pdf>).

Expectations for rehearsal etiquette and proper treatment of our facilities will be presented at the first rehearsal and at the parent meeting. For daily rehearsals, the Teaching Team and chaperones will implement the following guidelines based on respect for program resources, teachers, and fellow students.

- **RESPECT FOR RESOURCES** – Playmakers rehearsals and performances use several spaces in the school and many kinds of equipment. All students are always expected to respect the theatre equipment (e.g. curtains, lighting instruments, sound equipment, scripts, props, sets, and costumes). It is imperative that students only use equipment that is specifically assigned to them including, but not limited to, all the above items. Additionally, students may not use any of the equipment during rehearsals unless specifically requested by a Teaching Team member or supervising adult, including any other teaching equipment for drama or other subjects. Equipment includes, but is not limited to musical instruments, sports equipment, computers, phones, and any other items stored in the classrooms or on the stage.
- **RESPECT FOR TEACHERS and CHAPERONES** – The Playmakers program includes many adult instructors and supervisors, such as additional professional teachers and parent chaperones. Students are expected to respond to requests from all adults with proper vocal responses, appropriate language, and cooperation.
- **RESPECT FOR FELLOW STUDENTS** – Playmakers participants are expected to show their support of fellow students in three important ways:
  1. Verbally – All students should use proper language and tone of voice when interacting with fellow students during rehearsals and performances, both on and off the stage.
  2. Physically - Unless students are specifically rehearsed and instructed to be physically combative on stage, no student should interact with fellow actors through pushing, hitting, kicking, or any other aggressive physical behavior at any time on or off the stage.
  3. Emotionally – Working as a performing artist requires emotional vulnerability. All students need to support the artistic work of other actors through supportive comments, encouragement, and positive feedback. Only the director or teaching staff can give “notes” (direction or constructive criticism) to other actors. Heckling, teasing, or provocative comments are strictly prohibited.

## Strike System

Playmakers will issue strikes for students who are not meeting behavior expectations. A strike may be given by any member of the Teaching Team, as well as by any adult supervising rehearsal.

### Disciplinary Actions

- **Verbal Reminder** – Students will receive a verbal reminder prior to being issued a strike, identifying the behavior that needs to be changed.
- **Strike** – The student will be notified that they have received a strike and the cause. They will be expected to adjust their behavior immediately and continue to follow the behavior guidelines for subsequent rehearsals. A parent will be notified via email.
- **Probation** – If a student who has been issued a strike during a rehearsal continues to disregard the behavior guidelines that day, the student will be put on probation. This includes being removed from rehearsal, as well as from the scene(s) being rehearsed in their absence.
- **Suspension from Program** – Upon receiving three strikes, the student will be immediately suspended from the program. The student may be readmitted to the program following a conference between the student, parents, Teaching Team and administration. Consequently, student participation in the program may be limited or revoked by the director, including changing of roles and/or line load, participation in certain scenes and songs, or limited backstage access. Junior Players who are suspended may only be reinstated if a parent or guardian is present for all rehearsals and backstage for performances.

### Serious Behavior Violations

As per the Sacred Heart Policy and Procedure Manual, “some behaviors are so severe that they merit immediate and serious consequence without any previous warnings given. These serious behaviors include, but are not limited to:

- Committing willful serious physical harm
- Willful damage to or destruction of school or parish property
- Willful defiance
- Unauthorized entry of school/parish facility
- Graffiti on school or parish property
- Theft
- Retaliation for reporting or threatening to report bullying or harassment
- Possession or use of alcoholic beverages, illegal substances, or drugs
- Possession or use of weapons
- Forgery of a signature of parent/guardian or school staff
- Making threats of violence against students and/or staff or any adults in school/parish”
- Improper vocal responses or language
- Inappropriate physical interactions with fellow students
- Blatant disrespect for facilities or Playmakers resources
- An ongoing lack of participation in the program.



## PLAYMAKERS BOARD

The Playmakers Board is governed by a hard-working group of volunteers who oversee all aspects of our Playmakers program. Listed below is our current Playmakers Board for the 2019-2020 school year. You can reach the board via email at [playmakers@sacredheart.org](mailto:playmakers@sacredheart.org) and your message will be forwarded to the appropriate respondent.

Mary Ciaramello

Panravee Fernando

Christen Leeson

Colleen Dillon

Lisa Herb

Shelly Marston

Stephanie Eyler

Kelsie Konigsberger

Liz Molitor

Interested in joining the Playmakers Board? Email [playmakers@sacredheart.org](mailto:playmakers@sacredheart.org)!