

Highlands Middle School 7th & 8th Grade Musical

Cast Information for Students and Parents



Musical Staff:

Renee Ludwig, Director
Michelle Dickerson, Producer
She'ri Smith, Assistant Director
Sean Dicer, Cast Manager
Deb Turner, Costume Manager
Elisa Hill, Choreographer

Contact Information for Mrs. Ludwig:

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Information updated weekly at:
[www.goldenrams.com/
middleschoolmusic](http://www.goldenrams.com/middleschoolmusic)



Welcome to another great year with the Highlands Middle School Musical!

This packet contains attendance policies, explanation of student expectations and responsibilities, and the contract for participation in our musical cast. Please review this information carefully! If you have any questions about this information, please contact Mrs. Ludwig.

Eligibility

All Highlands Middle School 7th and 8th grade students are eligible to participate in the musical cast. Participation in the cast is contingent upon successful completion of audition requirements, fulfillment of the responsibilities outlined in this Handbook, and maintaining the academic eligibility standards of the Highlands School District. All cast members must be currently and actively enrolled at Highlands Middle School (or meet alternate enrollment requirements) for the entire rehearsal period in order to participate in the show.

Cast Expectations

All Highlands students are expected to be Respectful, Accountable, Motivated, and Safe. Students involved in the musical are expected to practice the following RAMS behaviors:

RESPECTFUL

- BE NICE!!! Work together and help each other. (Yes, it really IS that simple!)
- Understand and value what musical theatre is and what it is meant to teach you. Musical theatre has a set of standards, practices, and traditions that are unique to this type of production.
- Work cooperatively with other members of the cast, crew, and production staff. Recognize each other's strengths, and help each other with areas of weakness. Don't put someone else down in order to build yourself up!
- Recognize that there are different levels of respect; some types of respect are given, and other types are earned. You are respected as an individual and as a student in this production, but to be respected as a musician requires exemplary behavior and diligent practice.

ACCOUNTABLE

- Use materials and equipment properly. Help keep our rehearsal, staging, and performance spaces organized by putting materials, props, and costumes away carefully.
- Attend all rehearsals and performances that you are expected to attend. If you are not here, our performance is not the same. If you absolutely cannot attend a rehearsal or performance, show responsibility by communicating with the director about your schedule conflicts.
- Meet deadlines! Make sure you have forms, payment, and costumes (etc.) turned in on time, and if you cannot, communicate with the musical staff about your needs or circumstances.
- Give your best attitude and effort at all times. Do not allow your attitude or actions to prevent the cast from having a productive rehearsal or a good performance.

MOTIVATED

- Learn your parts! Take direction from the musical staff and make recommended changes.
- Practice every detail, every time! That means STRAIGHT ARMS!!! :)
- Set high performance goals for yourself, and strive to reach them each day. As you improve, continue to challenge yourself by setting higher goals.
- Take pride in your performance. Our performance is a reflection of your time, your talents, and your energy - make it the best performance it can be!

SAFE

- Follow rehearsal and backstage procedures and behavioral expectations.
- Pay attention when moving backstage! Move quickly, carefully, and QUIETLY, exactly as we have rehearsed.
- Take care of yourself and your voice. Get plenty of rest and avoid vocal strain!
- Create an environment of acceptance and support in our production. We are different in many ways, but we all deserve to feel safe and accepted here.

Tentative Rehearsal Schedule

A tentative rehearsal schedule will be distributed with this Handbook for your planning purposes. At the end of each week, updated rehearsal schedules will be distributed for the upcoming week. Every effort is made to schedule rehearsals efficiently, maximizing the use of time with each group of students. In some cases, particularly as we begin to put scenes together, there may be short periods of "down time" during rehearsal. For this reason, students are strongly encouraged to bring homework with them to rehearsal. Our schedule is very demanding, but it is much easier for students to stay healthy and energized if they are able to utilize these breaks to finish up their homework rather than having to start it when they get home after rehearsal.

Attendance

Because every student is significant to this production, all students are required to attend every scheduled rehearsal and performance, according to their assigned role. If you are not here, our performance is not the same!

Transportation Because musical is an extracurricular activity, students **MUST** have reliable transportation to and from rehearsals at the scheduled times. Transportation is **NOT** provided to or from rehearsals or performances. Weekday rehearsals are right after school and require only pick-up from the school; however, Saturday rehearsals will require transportation to and from the school. Any student who is unable to secure reliable, timely transportation for scheduled rehearsals will not be permitted to participate in the musical and may be removed from the cast or crew. Excluding emergency circumstances, students should be picked up no later than 15 minutes after rehearsal is dismissed. We make every effort to dismiss rehearsal on time so parents can plan accordingly. Please make sure that the musical staff has up-to-date contact information for you so we are able to contact you if necessary.

Absences If you are unable to attend any scheduled rehearsal or performance, you **MUST** notify the musical director as soon as possible. **PLEASE USE THE MUSICAL REHEARSAL ABSENCE FORM TO RECORD YOUR ABSENCES.** This form can be accessed on the Musical page at www.goldenrams.com/middleschoolmusic or by scanning the QR code on the front of this packet. Absences due to illness or family emergency are considered excused; however, accumulation of absences for any reason will cause you to fall behind the rest of the cast. Students with more than three absences will participate on a probationary basis; that is, they will only be permitted to perform the scenes in which they have demonstrated mastery. If you are unable to fulfill your responsibilities to the production for any reason, including excused absences, your cast assignment will be changed or you will not be permitted to perform in all assigned scenes. This is an extremely rare occurrence, but it is important for **EVERY** student to fulfill their responsibilities to the production in order for our show to be a success for **ALL** students involved. Please make every effort to communicate your reasons for absence to the musical director, and do your best to catch up on what you have missed!

Sports and Other Activities Many of our students already have demanding schedules, especially those who are involved in sports. In these situations, it is your responsibility to communicate with **BOTH** the musical director and your coaches about your schedule conflicts. Practice time must be split with rehearsal time (when those times conflict). You will be permitted to participate in the musical as long as you maintain communication with the musical staff, adhere to all attendance requirements, and meet all performance expectations.

Many students are also involved in activities outside the school district, including dance classes, gymnastics, sports, music lessons, or other community organizations. Providing that you notify the musical director of these schedule conflicts and are still able to fulfill your responsibilities to this production, you will be permitted to miss rehearsals to maintain these commitments if they cannot be rescheduled; however, beginning **Saturday, March 14**, you will be expected to attend every musical rehearsal and performance (in full). This is the only time that you **WILL** be expected to cancel or reschedule your other commitments. It is **EXTREMELY** important that we have the **ENTIRE** cast present at all dress rehearsals during the final week of the production!

Communication is KEY!!! Please remember that these policies exist for the benefit of the production, and each individual has responsibilities to the entire cast and crew. **YOU** are vitally important to this show, whether you have a lead, cast, or dance role!!!



January 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
Schools Closed						
5	6	7	8	9	10	11
Learn Required Audition Piece 3:10-4:00	Lead Auditions 3:10-5:00? (You may leave after your audition.)	Cast AND Featured Dancer Auditions 3:10-5:00? (You may leave after your audition.)	Call-Backs 3:10-5:00? (You may leave after your audition.)			
12	13	14	15	16	17	18
FULL CAST 3:10-5:00	LEADS 3:10-5:00	LEADS 3:10-5:00	LEADS 3:10-5:00 DANCERS ONLY 3:10-6:00	LEADS 3:10-5:00 Contracts and Role Acceptance Due	FULL CAST 9:00-12:00	
19	20	21	22	23	24	25
Schools Closed If Makeup Day: LEADS 3:10-5:00	FULL CAST 3:10-5:00 DANCERS ONLY 3:10-6:00	LEADS 3:10-5:00	LEADS 3:10-5:00 DANCERS ONLY 3:10-6:00	Half Day for Students		
26	27	28	29	30	31	1
LEADS 3:10-5:00	LEADS 3:10-5:00	FULL CAST 3:10-5:00 DANCERS ONLY 3:10-6:00	LEADS 3:10-5:00 DANCERS ONLY 3:10-6:00	LEADS 3:10-5:00 Activity Fees and Fundraisers Due		

This is a TENTATIVE rehearsal schedule provided for your planning purposes. Please consult the weekly rehearsal schedules for up-to-date information. This schedule may change due to school cancellations, staff illness, staff availability, or rehearsal needs. Any planned schedule changes will appear on the weekly schedule; emergency schedule changes will be communicated via school announcements and, if possible, an email to the parent/guardian.



February 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
						FULL CAST 9:00-12:00
2	3	4	5	6	7	8
	FULL CAST 3:10-5:00 DANCERS ONLY 3:10-6:00	LEADS 3:10-5:00	LEADS 3:10-5:00	FULL CAST 3:10-5:00 DANCERS ONLY 3:10-6:00		FULL CAST 9:00-12:00
9	10	11	12	13	14	15
	LEADS 3:10-5:00	FULL CAST 3:10-5:00 DANCERS ONLY 3:10-6:00	LEADS 3:10-5:00	FULL CAST 3:10-5:00 DANCERS ONLY 3:10-6:00	LEADS 3:10-5:00	
16	17	18	19	20	21	22
Schools Closed If Makeup Day: LEADS 3:10-5:00	No School for Students	LEADS 3:10-5:00	FULL CAST 3:10-5:00 DANCERS ONLY 3:10-6:00	LEADS 3:10-5:00	FULL CAST 9:00-12:00 Costume Items and Program Ads Due	
23	24	25	26	27	28	29
LEADS 3:10-5:00	LEADS 3:10-5:00	FULL CAST 3:10-5:00	LEADS 3:10-5:00	LEADS 3:10-5:00	FULL CAST 9:00-12:00	

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March

2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	LEADS and DANCERS 3:10-6:00	FULL CAST 3:10-6:00	LEADS 3:10-6:00	FULL CAST 3:10-6:00	LEADS 3:10-6:00	FULL CAST 9:00-12:00
8	9	10	11	12	13	14
	LEADS Tech Rehearsal 3:10-6:00	LEADS Tech Rehearsal 3:10-6:00	FULL CAST Tech Rehearsal 3:10-6:00	FULL CAST Tech Rehearsal 3:10-6:00	FULL CAST Tech Rehearsal 3:10-6:00	FULL CAST 9:00-4:00 Cast Banquet (at lunch)
15	16	17	18	19	20	21
	FULL CAST Closed Dress Rehearsal 3:10-6:00	FULL CAST Closed Dress Rehearsal 3:10-6:00	FULL CAST Closed Dress Rehearsal 3:10-6:00	FULL CAST Open Dress Rehearsal 3:10-6:00 Show begins at 4:00.	SHOW NIGHT!!! 5:00 Call Time 7:00 Show Cookies with the Cast	SHOW NIGHT!!! 5:00 Call Time 7:00 Show Cookies with the Cast
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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Costumes

Cast members will be responsible for creating their own costumes according to the stylistic guidelines provided. This information will be distributed early in January. The costuming items that students are required to provide can often be borrowed or adapted from other sources. If the items are not readily available, thrift shopping is strongly recommended! Costume requirements will vary according to the assigned role. All costumes are due by **Saturday, February 22** to allow adequate time for alterations, adaptations, or changes.

Financial Obligations

Rather than collecting money separately for make-up fees, T-shirt orders, lunches, and the cast party, we will be collecting a **one-time activity fee of \$30** from each cast member. (We are again planning to do a fundraiser to cover this cost for students who would prefer to fundraise rather than pay the activity fee out-of-pocket.) The activity fee will be due by **Friday, January 31**, along with the student's T-shirt size. Additional T-shirts may also be ordered using the T-shirt order form that will be distributed early in January. The only additional financial obligations you will incur as a cast member are minimal costume expenses, depending on the availability of borrowed items. If your family is experiencing financial hardship and you cannot afford to pay the activity fee, please let the musical director know as soon as possible. We are happy to find other means to cover these costs for those who are unable to, but we do need to know if that is the case so we can plan expenditures accordingly.

Family Support

As you can imagine, a production of this magnitude depends on the support of our cast families! A Time and Talent Survey will be distributed early in January, along with a list of donations and props needed. We will need parent volunteers to help build and paint the set, sew and alter costumes, collect program ads, help with hair and make-up, bring cookies for the receptions after the shows, sell tickets at the door, chaperone backstage during the show and at the cast party, as well as countless other tasks that keep the production running smoothly and ultimately make the show a success!

Be sure to return the Time and Talent Survey to let us know how you would like to help. If you prefer, you can find a link to the form on the musical page at www.goldenrams.com/middleschoolmusic. All volunteers will need to complete and submit the forms and clearances required by Highlands School District (available on the district website) if you have not already done so. **We cannot permit adults to volunteer in situations that may result in interaction with students until we have verified that your clearances are on file with the school district.**

Contract for Participation

By signing this contract, I acknowledge that I understand the following terms and conditions for participation in the Highlands Middle School Musical. If I choose to disregard these terms, I may be reassigned to a more appropriate role or removed from the cast (at the discretion of the musical staff). If I do not sign this agreement, I will not be permitted to participate in the Highlands Middle School Musical.

- Roles are determined by audition according to the procedures set forth in the Audition Information distributed at audition sign-ups.
- The musical is an extracurricular activity and is subject to the Eligibility requirements established by Highlands School District.
- Students will consistently behave in the manner described in the "Cast Expectations" portion of this Handbook. All inappropriate behaviors are subject to appropriate disciplinary action. **Three major infractions (out of assigned area, verbal or physical aggression, etc.) will result in removal from the cast.**
- Attendance at all rehearsals and performances is mandatory, as scheduled. If a conflict arises, it is the student's personal responsibility to notify the director as soon as possible by submitting a **Musical Rehearsal Absence Form** (available on the Musical page at www.goldenrams.com/middleschoolmusic). Any absence without prior notification will be considered unexcused. In the event of an emergency, every effort should be made to contact the director as soon as possible. Tentative rehearsal schedules will be available for students to take home so they can plan accordingly.
- Because the musical is an extracurricular activity, students must have reliable transportation to and from rehearsals at the scheduled rehearsal times. Students will not be permitted to participate in the musical if they cannot arrange for transportation to arrive in a timely manner (emergencies excluded).
- The student will be on time for all rehearsals and performances. Students are to be dismissed at 3:10 and proceed directly to the Chorus Room/Auditorium. If students need to use the restroom prior to or during rehearsal, they are permitted to use only the restroom on the first floor by the auditorium (5th and 6th grade hallway). No loitering in the restrooms or hallways will be permitted.
- During rehearsal, any student who needs to leave the Auditorium for any reason must first notify the musical staff. Any student who disregards these procedures or is found in other areas of the building will be referred immediately to the appropriate school authorities.
- With the exception of water, no candy, gum, food, or beverages are permitted in the Auditorium or Music Rooms during rehearsal.
- Students will use cell phones and electronic devices only as permitted by the musical staff and only in a school appropriate manner. Abuse of this privilege will result in revocation of the privilege and, if necessary, disciplinary action by school authorities. **Recording and/or posting pictures and/or video of rehearsals in progress is strictly prohibited without specific consent of the musical director AND the individuals being photographed or recorded.**
- The musical staff will determine whether or not a student may participate in scheduled performances. A student may not be permitted to perform if they have missed an excessive number of rehearsals, if they have missed a dress rehearsal, or if they have not fulfilled their responsibilities to the show in terms of behavior and performance standards. This policy is designed to motivate students to be responsible, committed members of the cast who take pride in their performance and strive for continuous improvement.

- Negative attitudes or actions toward other members of the cast will not be tolerated. Any conflicts that are relevant to the musical will be mediated by the musical staff; otherwise, they will be referred to school authorities for mediation. In all cases, students will be expected to set aside personal differences while at rehearsals and performances. Any student who consistently displays attitudes or actions that cause disruption to the rehearsal process or deterioration of the group morale and whose behavior does not improve after a conference with the director may be reassigned to a different role or removed from the cast.
- The musical staff's decisions regarding participation in this extracurricular activity will be based on the student's ongoing performance according to the expectations and policies set forth in this contract.

In addition, please note:

- The parent or legal guardian is responsible for notifying the musical director if the student is not permitted to have their image (photograph or video) appear in online or print promotional materials. If no such notification is made, the student may appear in online or print materials related to the musical under the established policies of the Highlands School District.
- The parent or legal guardian will notify the musical director if there are any relevant circumstances that may jeopardize the student's safety while participating in the musical so that appropriate actions can be taken to protect the child's safety.

*Would you like to have quick reminders sent to your phone or email? Check out the **Remind** app or Remind.com! Subscribe to the reminders you need: Chorus, Show Choir, or Musical. Parents AND students can utilize this app, but students under age 13 will be required to provide their parent's email address as well.*

(Musical Contract for Participation - please return by **Friday, January 17, 2020**.)

I understand the policies and procedures of the Highlands Middle School Musical as set forth in this Contract for Participation and the Musical Handbook. I understand that if I do not fulfill my responsibilities to this show, the musical staff will need to take the necessary steps to ensure the success of the production, as outlined in the Contract for Participation and the Musical Handbook.

Student Signature: _____

Parent/Guardian Signature: _____

Home/Cell Phone (preferred number): _____

Parent/Guardian Email (for reminders or emergency schedule changes): _____