

MARYVALE

Performing
Arts Handbook
2019-2020

INTRODUCTION

This handbook describes the rules, policies, procedures, and framework within which the Maryvale Performing Arts Department. Both the performers and her parents/guardians should carefully review the content. Upon reviewing the contents, the student and her parents/guardians should sign the attached contract and then submit it to.

MISSION STATEMENT

The purpose of The Performing Arts department is to nurture and develop skills in the arts, while preparing our young women for the world outside of Maryvale. All Maryvale performers will demonstrate kindness and goodness of character in how she conducts herself on and off the stage. She will accept her disappointments with grace, and her successes with humility. Finally, she will support her Maryvale sisters' successes, and encourage others around her.

PRODUCTIONS

The Performing Arts department annually performs a variation of the following:

An Upper School Dramatic Production

An All-School Musical Production

A Middle School Theatrical Production

A Spring Music Concert

A Winter Music Concert

A Color Guard Pep Rally Show

SCHOOL ATTENDANCE

In order to participate in any event or practice, performers are expected to be in all of their scheduled classes the day of the event. The administrator may excuse a performer for pre-scheduled appointments, such as a driver's test, a court appearance, medical appointments, or unforeseen emergencies.

PERFORMING ARTS TEAM

The Performing Arts Team consists of the Department Chairs, Theatre Directors, Music Directors, and Club Moderators.

PRODUCTION SELECTION

The Performing Arts Team determines all decisions regarding the selection of each production.

CASTING

Casting is one of the most challenging aspects of theatre. With so many talented actresses, assigning roles to each student is always difficult. When casting a show, the Performing Arts Team upholds each of the following:

- No production is ever ‘pre-cast.’ The Performing Arts team considers each individual audition for every role before assigning a part.
- Each student is cast according to her performance at auditions.
- Additional consideration is also given to their chemistry with other actresses.
- A good audition or a memorized monologue does not guarantee a lead role to anyone.
- Seniority is also not an indicator of being cast as a lead role.
- Each actress must perform well with whom they are acting.
- Middle and Upper School students are given the same consideration.
- Students will most likely be cast as a male role during their acting career at Maryvale.
- All students must accept or decline their role within 24 hours; otherwise their role will be recast.
- All roles are assigned at the discretion of the Performing Arts Team.

REHEARSALS

A rehearsal schedule will be handed out at the first full cast rehearsal. You are to arrive at the theatre no later than 3:15pm on school days. Practices will begin promptly at 3:15pm and will end no later than 6pm. There will be some Saturday rehearsals and some night rehearsals, as we get closer to show time. It is imperative

that you be prompt and ready to work at all rehearsals. Please do not be late for rehearsal as it is important for the success of the production. You will be expected to carry yourselves in a professional manner in terms of ensuring that rehearsals go quickly and smoothly.

ATTENDANCE POLICY

All students are required to attend all rehearsals. If a student has three or more unexcused absences, the student may be dismissed from the show. All appointments (doctors, dentists, private lessons, etc.) should be scheduled around the rehearsal calendar. If you are present during the school day, you are expected to be present for rehearsal.

PICK UP POLICY

All students are required to be picked up on time from rehearsals. If a student is left on campus longer than 30 minutes after rehearsal, parents will receive a call from a member of the Performing Arts Team. Students who are picked up late three times will be dismissed from the performance.

PERFORMANCE RESPONSIBILITY

All students are required to attend every tech rehearsal in its completion, as well as remain for the entirety of all three performances. If a student is unable to attend all performances and all tech rehearsals, they be unable to participate in the show.

EQUIPMENT/ COSTUMES AND RESPONSIBILITY FOR PROPER CARE

Most costumes and props are assigned to student performers strictly on a loan basis for the duration of the show. It is the responsibility of the performer to maintain that equipment in the same condition in which it was received. Any damage or loss of equipment will be considered the direct financial responsibility of the performer responsible for its care.

Any performer withholding property is suspended from participating in any performance until the equipment is returned.

Performers will be charged the replacement cost of any equipment not returned. This cost must be paid before participating in any performance.

PARTICIPATION IN OUTSIDE SHOWS/ GROUPS

Students, while participating in a Maryvale performance, are permitted to participate in outside of school performances. The outside participation may not conflict with the schedule of the school performance.

WEBSITE

All schedules and information will be communicated electronically through OnCampus or Google Drive.

MARYVALE PERFORMANCE BASED ENSEMBLES

Choir and Instrumental Ensemble require two school held performances per year, winter and spring. Dance requires one school held performance during the semester they are taking the class.

Performance Policy

- Students are expected to participate in each concert as well as any rehearsals regarding the performance.
- If a student does not show up and/or does not provide a doctor's note, student will receive a half credit grade for the current semester.
- Students are expected to be prepared for the performance and give their all for the good of the ensemble.

Daily Requirements

- Students are expected to come prepared to rehearsal/class each day with required materials for their class including sheet music, dance shoes, instrument, pencil, and water.
- Missed rehearsals may affect student's role in the ensemble

- Students are expected to learn their music or choreography in a timely fashion and with intention as well as honesty.

INSTRUMENTAL RENTALS

Maryvale offers students school owned instruments to rent for an academic year. These instruments must be teacher approved. A contract will be sent home with any student interested in renting a Maryvale owned instrument. Said contract must be returned to Maryvale with a parent/guardian signature before the instrument can be taken home by a student. If a student would like to rent, or own, their own instrument, local music stores offer rentals that are adequate as well.

HANDBOOK FOR PARENTS OF PERFORMING ARTS STUDENTS

Being a parent of a performing arts student is challenging. This effort and responsibility is frequently complicated by being a parent of a performer. This handbook, with its guidelines and suggestions, will give you some insights into this responsibility.

The Performer-Director Relationship:

The performer-director relationship is perhaps the most critical relationship in the performing arts. Unfortunately, a parent can have a pronounced effect on this very important and delicate relationship. While a parent may not agree with all decisions of a director, how and when you express your feelings can have a distinct effect upon your child.

If you express a negative opinion in the presence of your child, you need to remember that she will return to rehearsal the next day and may carry with her your convictions. Your daughter will then have to interact with this director. You, as the parent, can greatly affect this relationship.

Receiving technical or strategic instruction at home may interfere and conflict with the instructional process at practice session. This may ultimately impede your daughter's progress as a performer.

The Parent-Director Relationship:

In your role as a parent, you obviously love and are concerned about your child's welfare. You want the best for her. But a performer can have only one director. Allowing the director to cast and direct the production is crucial in many respects.

Should you have any questions or concerns, please do not approach the director immediately after a casting decision is made or a show is announced. At this time, directors have other responsibilities and it may be an emotional time. Call and make an appointment for a later time and approach this meeting in a calm, courteous and logical manner.

The Parent-Performer Relationship:

Some parents may try to live through their child's efforts. Being positive and supportive is important, but adding pressure and unrealistic expectations can be extremely harmful. Allow your daughter to enjoy and grow from this valuable experience. In numerous national studies, it has been determined that most performers participate for enjoyment or fun.

EXPRESSING CONCERN

When expressing an occasional concern with a director, please refer to and use the following guidelines:

1. If there are any questions or concern involving some aspect of the performing arts program, the performer should first contact the director.
2. Never approach a director immediately after a performance or rehearsal. This is not the proper time or place for a discussion concerning your child.
3. Call the following day and make an appointment, which is convenient for both you and the director to meet.

4. Raise your concern in a calm and civil manner. Yelling, being rude or using foul language is totally unacceptable.
5. Once you have stated your question or concern, listen to the explanation. Often a parent may be blinded by emotion and this overrides logic and reason. Listening respectfully may really help you to understand any explanation, which is given.

REHEARSAL EXPECTATIONS

Rehearsals: A rehearsal schedule will be handed out at the first full cast rehearsal. You are to arrive at the theatre no later than 3:15pm on school days. Practices will begin promptly at 3:15pm and will end no later than 6pm. There will be some Saturday rehearsals and some night rehearsals, as we get closer to show time. It is imperative that you be prompt and ready to work at all rehearsals. Please do not be late for rehearsal as it is important for the success of the production. You will be expected to carry yourselves in a professional manner in terms of ensuring that rehearsals go quickly and smoothly.

Attendance: You must sign in and sign out at all rehearsals and set-builds.

Set-Building Requirement: All cast and crew members are required to attend at least ONE weekend set-build.

Costumes: For the sanity of our loyal and talented seamstresses, some members of the cast may be asked to provide some of their own costume pieces, especially shoes and such. Be assured that no one will be asked to make any major purchases.

Make-up: Because this is a stage production, all students will be required to wear stage make-up for performances. More details will be released at the time of performance.

Stage Crew: All theatre productions are going to require a large stage crew. We need people who are willing to paint, construct, and work on backstage elements of the production. People in the cast are encouraged to also be a part of the crew as it makes your set more familiar and easy to work with during show time. Crew days will be after school and/or weekends.

Ineligibility: As in all other extracurricular activities at Maryvale, you may not audition for the play unless you are academically eligible. This production will require a great deal of your time and effort. It is of the utmost importance that you maintain academic eligibility to continue your participation. Above all things, we want you to succeed as a student. If your grades are not up to par, no show. Period. Do your homework at rehearsals!

Rehearsal Etiquette: Because we are part of an educational institution, we will conduct ourselves in a manner befitting a Catholic school. We have only your best interest at heart and do not wish for harm to come to you mentally or physically. Due to this, the following regulations will be in effect:

1. During rehearsals, you are to be seated in the auditorium. You may either watch the rehearsal or do homework during the times when you are not on stage. Please remember to keep quiet as talking disrupts rehearsals and only makes things take longer. If you would like to have a conversation, please take it to the lobby and keep your volume low.
2. You may not leave the auditorium during rehearsal or show time for any reason without the consent of the responsible adult. You may use the bathrooms right outside the auditorium, but do not loiter in the halls.
3. If you will be late, or cannot attend rehearsal for a good reason, you must give notice, either by email or telephone prior to absence. We will make sure to give you our contact information. If it's an emergency, it is understandable, but please be courteous and let us know. Do not tell your friend to tell us!

4. Cell phones are not permitted on stage. If you must make a call, please do so in the lobby. Also, please use common courtesy and turn off your ringers while at rehearsal.

5. There will be no mental abuse. This means no name-calling or picking on others. If we find that you have been unkind to others, it will result in your immediate expulsion from the show. Gossip and belittling hurts. Do unto others as you would have done to you.

6. Respect for adults. The directors and adult volunteers of this show are here because we believe in you. In return, we ask only that you pay attention, listen to directions, and follow what we tell you do. You are young adults who are capable of making your own decisions and we will treat you as such. However, it is expected that you follow authority in a responsible manner.

7. All students must place their script in a binder and highlight their roles accordingly or if using a rented script only write in pencil. Another script will not be copied for you if you lose yours.

8. Treat your make-up, costumes, and dressing rooms with respect. People are going to be taking a lot of their free time to create things for you to use. Do not, under any circumstances make a mess of the show by throwing costumes on the floor, losing your make-up kits, or by leaving the dressing rooms in disorder.

9. Have fun, be creative, but don't try and tell others what to do. It will be a learning experience for you to create your own characters. Don't try to ruin other people's fun by being critical.

10. The Erinn McCarthy Humanities Hall Auditorium and Maryvale Preparatory School, holds a no tolerance policy about drug and alcohol use. If you are found to be under the influence of drugs or alcohol, you will be immediately expelled from the production and will be handed over to administration for procedures that will

result in the strictest penalties according to the handbooks of either Maryvale or your respective high school.

11. No food or drink with the exception of a water bottle will be allowed into the auditorium.

12. Leaving the campus to get food during rehearsal or after school prior to rehearsal is not permitted under any circumstances. If you would like to bring a snack, that is fine, but it must be eaten in the lobby. In addition please make sure you keep all of your personal belongings in one place at all times. You are responsible for cleaning up after yourself when rehearsal has finished.

RISKS OF PARTICIPATING IN PERFORMING ARTS

Participants and parents are urged to consider that there are inherent risks and hazards associated with participation. These risks include but are not limited to – stage combat, flying effects, using power tools and associated risks, lifting heavy objects, etc. Risks vary from production to production and can occur under direct supervision and with the use of proper safety equipment.

INTERNATIONAL THESPIAN SOCIETY

“Act well your part; there all the honor lies.”

What is the International Thespian Society? The International Thespian Society (ITS), founded in 1929, is an honorary organization for high school and middle school theatre students located at more than 4,200 affiliated secondary schools across America, Canada, and abroad. The mission of ITS is to honor student achievement in the theatre arts. High school inductees are known as Thespians and junior high/middle school inductees are known as Junior Thespians. ITS is a division of the Educational Theatre Association (EdTA).

The difference between the school’s Thespian troupe and the theatre program The Thespian troupe is a subset of the theatre arts program. It is the student honor society, a separate student organization, and membership is earned. Any student

may be a member of the theatre program, but only students who have been officially inducted and registered with the EdTA national office are members of the theatre program and the International Thespian Society.

Admission Requirements: In order to be accepted into International Thespian Society Troupe 8180, Maryvale has set the following requirements:

1. Student must have participated in two Maryvale Productions during their High School Career.
2. Student must be at least a sophomore.
3. Student must have a GPA of 3.5 or higher.
4. Student must Submit a check for \$30 for membership dues.
5. Student must complete the necessary paperwork, including the Thespian Point Record Sheet, which will be distributed each year to individual students.

ITS inductions will occur in the Spring semester. During the induction ceremony, Senior ITS members will receive their graduation cords.

TRI - M MUSIC HONOR SOCIETY

What is the Tri-M Music Honors Society?

The Tri-M Music Honor Society chapter opens up a world of opportunities for students who have already shown themselves to be academically capable and musically gifted. Through performance and community service, TRI-M students develop confidence, creativity, critical thinking, compassion, and a host of other leadership skills sure to serve them well in school and beyond, as they continue to advance their study of music.

Admission Requirements:

- 2 Full Credits in Music Courses
- 3.5 Grade Point Average
- 10 Performing Arts Service Hours
- \$20 check made out to Maryvale at time of acceptance

- Essay Composition - Define your experience with Maryvale Music. What classes have you taken, and how have you contributed extracurricularly to the program?

