



# North Hills School District

## North Hills Middle School

55 Rochester Road, Pittsburgh, PA 15229-1188  
Phone: 412.318.1450 Fax: 412.318.1453  
[www.nhsd.net](http://www.nhsd.net)



**Drama Club Winter  
Musical**

**Director:** Miss Lisa Marcellus, ext. 4054

**Staging Director:** TBA

**Choreographer:** Mrs. Laura Otte

**Website:** [www.northhillschoralmusic.org](http://www.northhillschoralmusic.org)



## Congratulations!!!

You were selected from many talented students to play a role in our upcoming production of Disney's *Peter Pan, Jr.* As we begin the production process, we want to communicate with every student and parent to explain the policies and guidelines of the musical! We ask that both student and parent/guardian sign the Cast Contract to confirm their understanding of this information. Contracts are due by Friday, November 4<sup>th</sup>!

## Attendance

1. *Calendar* – Students will receive a calendar each month of all rehearsals, performances, and other events. **Students are expected to attend all rehearsals as listed in the calendar.** Changes may be made to the calendar on an “as needed” basis (see the website). Please keep open lines of communication with your student 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 details on the calendar. Students will be excused for illness or death in the family. Any other absence needs to be communicated to a director ahead of time. Email Miss Marcellus at [marcellusl@nhsd.net](mailto:marcellusl@nhsd.net) if you will be absent from school (and will therefore miss rehearsal). To inform a director of a necessary absence, you may email him/her ahead of time, or you may place a written excuse in the appropriate drawer of “the unit”.
3. *Tech Week & Dress Rehearsals* – “Tech Week” is the term used in theater to refer to the part of the production when all of the technical aspects of the show are put in place. We have adult staff members who take care of set construction, sound, and lighting design, and adults and student directors who handle props, costumes, and make-up. It is EXTREMELY important that **everyone** attends the rehearsals as scheduled for Tech Week and Dress Rehearsal/Performance week. Only excused school absences for illness or death in the family will be considered valid reasons for missing these rehearsals. The directors reserve the right to remove a student from the cast if they accumulate unexcused absences.
4. *Other activities* – We understand that students may be involved in more than one activity. In fact, we encourage students to be active, well-rounded individuals. However, there are many students who did not make it into the cast. 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 to “share” students. Absences for extracurricular activities must be pre-approved by a director. There will be **absolutely no excused absences from Tech Week and Dress Rehearsal/Performance Week** for another activity.
5. *Parents* – Please make every attempt to schedule doctor’s appointments, hair appointments, family dinners, etc. at times that do not coincide with rehearsals. We need every minute, and it helps if the cast and crew are all there!
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 five excused absences, or does not comply with the behavior policy in accordance with the North Hills School District.

# Communication

E-mail addresses will be acquired so that any schedule changes or updates can be quickly sent out electronically. All forms/handouts/etc. that are distributed to the cast are also posted online at [www.northhillschoralmusic.org](http://www.northhillschoralmusic.org) under Middle School Drama Club > 2017 Winter Musical.

# Behavior

Winter 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.

**GOSSIPING, BULLYING, or other inappropriate behavior WILL NOT BE TOLERATED!!! Any behavior of this type will be addressed by Miss Marcellus and is grounds for removal from the show!!!**

# Music and Materials

Students will receive a copy of the script and the music for rehearsals, which students are encouraged to make "their own." All cast members are asked to supply a 3-ring binder for their scripts and music. **Students must bring their binder (with script and music) 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. Bare feet or "socks-only" are **not permitted** on stage during dance or blocking rehearsals as injury could occur. Sandals and boots are discouraged.

# Medical Information

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

# Dues

Drama Club dues are set at \$50 for the year to cover student costs. Included in this cost is: a cast t-shirt/sweatshirt, a copy of the performance DVD, admission to the cast party, the cast lunch on the day of our preview performances, and props/make-up supplies for each cast member. Make checks payable to "North Hills School District" with "Drama Club dues" in the memo line. Cash is also accepted. Dues should be turned in in an envelope with the cast member's name on it, so that the appropriate member is recorded.

**The DEADLINE for submitting DUES is WEDNESDAY, NOVEMBER 22, 2016!!!!**

Dues may submitted anytime from now until November 22!!!!

# Goal

Our goal is to put on the best possible production that we can, highlighting and showcasing the amazing talents of North Hills students, while learning about the theatrical process, and having fun! Your active participation in the Drama Club will help us to accomplish this goal, and the directors are proud to work with you. We look forward to another wonderful Winter Musical production this year!

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

Miss Lisa Marcellus ~ Director, Music Director

Mrs. Laura Otte ~ Choreographer

TBA~ Staging Director

Ms. Megan Ward ~ Costume Designer

TBA ~Business Manager

TBA ~ Lighting Designer

Mr. Matthew Poskusa ~ Technical Director

**Please sign and return the attached Student Contract no later than Friday, November 4, 2016.**

**Students must return their completed contract to remain in the cast!**



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## Student & Parent Winter Musical Contract

Cast Member Name *(please print)* \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Student E-mail Address \_\_\_\_\_

Parent/Guardian Name *(please print)* \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Evening Phone Number \_\_\_\_\_

Parent/Guardian E-mail Address *(for updates)* \_\_\_\_\_

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 the appropriately-labeled drawer in "the unit" by no later than FRIDAY, NOVEMBER 4, 2016.**  
**Students who do not complete a contract may be asked to leave the cast.**