

**St. Catherine of Siena Academy
Drama Company
Guidelines and Membership Contract 2014-2015**

By signing the contract for the SCA Drama Company you are agreeing to all of the terms listed here. Students who violate the terms of this contract will face the consequences as described below.

The drama contract is active through the end of the current season. **A theatrical season at SCA begins with the Fall Production and continues through the end of the Winter Production.** It may also include special productions throughout the school year, including participation in forensics and thespian competitions.

Whenever a student is admitted to the drama program, she/he must sign a contract to become a member of the company. A student may sign a contract at any point in the season (depending on whether she joins during the Fall or Winter production, Forensic team, or Thespian Troupe).

Members of the company agree to pay membership dues for each production in which they participate. Membership dues are required *per production*, so a student who participates in both the Fall Production and the Winter Production must pay dues for each. Membership dues go toward the costs of the following: a copy of the script, costumes, and royalty fees.

I, _____, hereby agree to the following terms and conditions listed below in accordance with being a member of the SCA Drama Company.

Section A. Becoming a member of the SCA Drama Company

A student becomes a member of the SCA Drama Company by auditioning for and accepting a role in either the Fall or Winter Production, or by joining the Forensics team or Thespian Troupe.

1. NOTE: Students who are enrolled in a Drama class are not members of the SCA Drama Company. The Company is composed of students participating in the extracurricular program.
2. NOTE: Students may apply for separate, non-acting positions such as Stage Manager, Stage Crew, Properties Master, Lighting Director, Sound Director, and Publicity Director. However, these positions may also be filled by actors.

Section B. Renewal of membership in the SCA Drama Company

Students who were in the SCA Drama Company the year prior to the current year must sign another contract for the current season. Signing a renewal contract obligates a student to the following:

1. Students must audition for, accept, and complete a role in a show. This does not have to be the first production of the year. A student may continue in the Company through the Fall without completing a show, but she/he must audition for the Winter Production OR join the Forensics team/Thespian Troupe.
2. Although not involved in a show, Company members who renew **must** continue to demonstrate the behavioral conduct outlined below.

Section C. Expectations of Company Members

Drama Company members must adhere to the following expectations during a production:

1. Members will attend every rehearsal for a production in which their scenes are being rehearsed.
2. Members may not miss any more than three excused rehearsals in a production, none of them being during Tech Week.
3. Missed rehearsals will be cleared in advance with the director and faculty supervisor (these are considered excused). Students **MUST** send an email to the faculty supervisor in order for a missed rehearsal to be excused.
4. Members must be on time to scheduled rehearsals and ready to participate.
5. Actors **MUST BE** off book by the date the director has set.
6. Company members will not leave a rehearsal, performance, etc. without permission from the director and faculty supervisor.
7. Before working on any set construction or painting, company members will complete a safety workshop with the faculty supervisor. Members are responsible for the safe handling of tools and materials, and they are responsible for cleaning up their work area before leaving.
8. Members will sign in and sign out at every rehearsal and performance. This is in order to maintain participation points for varsity letter eligibility.

9. Members will NOT arrive late to their call time.
10. Students may NOT receive more than one detention per **theatrical season** while a member of the Company.
11. Students must maintain a 2.5 GPA and not be failing any of their classes in order to be enrolled in the SCA Drama Company.
12. ALL actors are required to participate in backstage work, including building and painting sets, creating costumes and make-up designs, and helping to change scenery during performances.
13. Company members MUST respect and encourage each other. At no point should members put others down or treat them in a disrespectful way.

Rules and Regulations for All Drama Students:

1. Students are expected to be in the dining hall, props room, band room, set building room, etc. during rehearsals and performances (depending on their roles). Students should not leave any of these designated areas without permission from the director/faculty supervisor.
2. Rehearsals are CLOSED. This means that a member of the company may not allow friends or family members to attend a rehearsal.
3. During the show the stage manager is in charge. When the stage manager gives direction during tech week, students must adhere to it as if the stage manager was the director. The stage manager will report any inappropriate activity to the faculty supervisor, who will discipline as necessary.
4. Company members will not participate in or share inappropriate photographs, texts, or threats with other company members, students, or any other individuals either online, over a cellular device, by word of mouth, or by written note.
5. If company members participate in social networking sites such as Facebook, Twitter, Tumblr, Ask.fm, Blogger, etc., it is expected that any material posted or any acts displayed are appropriate and aligned with the SCA Student Handbook and Honor Code.
6. There is no food or drink allowed in the props room and set building room. Students may have water in the band room but not food. If a student wishes to eat before rehearsal, she should do so in the dining hall and clean up her space BEFORE rehearsal begins.
7. Cell phones need to be silenced during all rehearsals. During dress rehearsals and performances, cell phones should be silenced and collected by the stage manager until after the performance.

Section D. Disciplinary Action

Students in the SCA Drama Company must comply with all of the rules and regulations of St. Catherine of Siena Academy as well as the ones listed in this contract. Disciplinary action is as follows:

Action	Disciplinary Action
One missed rehearsal without informing the director of the show/faculty supervisor.	Immediate removal from current production and ineligibility for the rest of the season.
Student receives detention during theatrical season.	Student placed on probation for the remainder of the production. Probation means there can be no other infractions for the rest of the production or student risks dismissal from the company.
More than one detention during the theatrical season.	Dismissal from the company and ineligibility for the rest of the season.
GPA drops below 2.5 OR failing grade in a class	Parent/Teacher/Student conference. Depending on the GPA of the student, she will either be removed from the company until her grade is satisfactory OR will be placed on probation until the next report card.
First infraction of the remaining rules and expectations enumerated above.	Student placed on probation for the remainder of the production. Probation means there can be no other infractions for the rest of the production or student risks dismissal from the company.
Second infraction of the remaining rules and expectations enumerated above.	Student risks dismissal from the company and loss of eligibility for the rest of the season.
Student breaks the SCA Honor Code	Parent/Teacher/Student conference, with possibility of dismissal from the company for the entire theatrical season. At minimum, student is placed on probation. Further consequences will be determined on an individual basis

Section E. Backstage Procedures

Students in the SCA Drama Company must follow these procedures when backstage or in dressing rooms:

1. The properties manager, along with assistance from the stage manager and director, is in charge of the props room. No properties, costumes, or equipment may be removed from the props room without first clearing it with the properties master and then recording it in the sign-out book. Items must be signed-in when they are returned.
2. During a production, props are assigned to specific company members. Company members who are not responsible for a prop backstage should never touch it.
3. During a production, costumes are assigned to specific company members. Company members who are not responsible for a costume should never touch it.
4. ALL company members are responsible for putting the set together and changing the scenes. Members will be assigned to specific set pieces; no one should touch a specific set piece unless she/he is assigned to it or it is absolutely necessary.
5. There is no food or drink allowed in the props room or set building room. Water is allowed in the band room and practice suites ("dressing rooms"), but no food. Food may be provided on performance days by the faculty supervisor; this is the only time food is allowed in the dressing rooms.
6. Photography is not allowed backstage during performances.
7. When the stage manager calls places, that means NOW.
8. Actors should keep all personal items in an assigned cubby/closet in the band room and not leave anything of value out in the dressing rooms.
9. At the end of each performance, company members are responsible for cleaning up the dressing rooms and making sure their costumes and props are properly stored.
10. EVERY company member must help with striking the set on the assigned strike days. Failure to help strike will result in dismissal from the company for the remainder of the theatrical season and possible ban from future membership.
11. No company member should touch another person's belongings without permission.

Section F. Varsity Letter in Drama

Members of the SCA Drama Company can earn a varsity letter in drama by fulfilling the following requirements:

1. Student is a member of the company in good standing (i.e.: not on probation).
2. Student has logged 80 points of participation. Participation points are earned by attending the following: rehearsals, set-building sessions, Forensics/Thespian meetings, and performances/competitions. Students are responsible for signing in to each session; failure to sign in means no points are awarded. Points must be verified by the faculty supervisor.
3. Student has her name in the credits of TWO productions.
4. Student must participate in all post-show strikes.
5. Student has not been dismissed from the company for any infractions.

6. Student maintains a GPA of 2.5 for the duration of the theatrical season (this is based on her final quarter grades and semester exam grades).

Students who earn a varsity letter will receive their letters/certificates in a special ceremony at the end of the theatrical season.

Beginning in the 2014-2015 season, only students who have achieved a varsity letter in drama will be allowed to student-direct a one-act play for the Fall Festival.

Section G. Participation in other school activities

Students participating in a production are permitted to maintain memberships in other clubs so long that these clubs do not conflict with rehearsal and performance times.

Understand that drama is not secondary to sports. It is a full-fledged program at SCA and must be treated as such. Students must choose to commit full-time to the play; it is extremely difficult for a student to have an additional afterschool commitment such as a sport. Students who wish to participate in both a sport and a drama production must make sure that they attend all required rehearsals, meetings, and performances. As stipulated above in Section C., students may miss three excused rehearsals; rehearsals missed due to sports must be cleared with the faculty supervisor (via email), and students may only miss THREE excused rehearsals.

Please DO NOT detach this form. Return the contract to Mrs. Zbytowski.

Students and parents should read the contract above and discuss any questions with the faculty supervisor.

We (student and parent) have read the above contract and agree with the terms and conditions therein. We have asked any necessary questions about the contract and have no further questions about this contract. I (student) pledge to uphold the rules and conditions of the St. Catherine of Siena Academy Drama Company. I (parent) pledge to support my student in her efforts to maintain a high GPA, excellent discipline record, and consistent attendance record at rehearsals.

_____ By initialing, I (parent) do hereby give consent for the St. Catherine of Siena Academy Drama Company to take pictures of my student for show promotion.

Student Printed Name

Student Signature

Parent Printed Name

Parent Signature

Parent contact number (emergency): _____

Emergency contact name: _____