HUHS Musical Handbook

The material included in this handbook is intended to be a guide to successful participation in the HUHS Fall Musical and is not an exhaustive list of all information and procedures involved in producing the musical. All participants and their families will be expected to adhere to any additional information set forth by the musical director.

Welcome!
Congratulations on being cast in the HUHS Fall Musical or agreeing to participate in the musical crew and pit orchestra! I’m so glad to have everyone aboard and am looking forward to putting together a fantastic production. As this is now my second year directing the musical, I have many new ideas. One of my ideas was this handbook, which I am using as a means to clearly state expectations and provide clarity on as many of the production aspects as I am able. Please take the time to read through this handbook thoroughly so we are all on the same page moving forward!

~Mrs. Moser
musical@huhs.org

Fun Stuff!
An outline of the musical production process!

1. **The director chooses a show.** One of the more arduous pieces of the process, the director considers the students he or she anticipates participating in the musical. This includes a guess of the number of male and female students and their potential voice part, as well as any specific students he or she anticipates participating. Next, the director orders a few scripts from various shows to read and study the music of. From there, the director slowly narrows down the show options to just one after considering shows previously done and the potential strengths of the students likely interested in participating in the musical. When the show is selected, it is then announced to the students, along with audition dates and materials!

2. **Auditions are held.** The Thursday immediately following the final choral concert auditions are held. Students complete 4 audition components: Singing a preselected excerpt from a song in the show, Dancing a bit of choreography taught by the choreographer at the audition, Reading a preselected dialogue excerpt from the show, and a Monologue of 30 seconds selected by the auditionee. Following auditions, a list of students called back to audition a second time for specific roles is posted. Those students return Friday to repeat the singing and reading portions of the audition with new materials specifically selected for the callback role. Upon completion of callbacks, a complete cast list is posted Friday evening!

3. **Hiring of musical staff** is completed during the Spring leading up to auditions.

4. **Musical Camp** is held during the month of August for approximately 2 days. This is an opportunity for the cast to begin to get to know each other and the show. A read-through of the show is done, allowing the cast to begin to understand the story and the characters in the show. Some music and choreography is also learned. A complete rehearsal schedule will also be published at the conclusion of musical camp.

5. **School year rehearsals** begin in the choir room (Room 146) the Monday after Labor Day following the schedule distributed during the musical camp. *There will be an average of three rehearsals a week for 2-3 hours either after school or in the evening.* All cast members are expected to attend all rehearsals they are scheduled for. If a cast member must be absent, the director needs to be informed immediately. 3 incidents of missing a rehearsal without prior notification to the director may result in dismissal from the cast.

   a. **Rehearsal etiquette.** The rehearsal schedule will list the material being rehearsed for each rehearsal. It is expected that cast members arrive to their scheduled rehearsals with the dialogue and music for the rehearsal prepared. Actors are expected to remain quiet when not on stage and would be best suited studying their parts. It is also expected that actors are completely memorized on the day set forth in the rehearsal schedule.
b. **Changes** may be made to the rehearsal schedule on an as needed basis. Rarely will an additional rehearsal be added, but if one is, it is expected that cast members make every effort to attend the additional rehearsal.

6. **Pit Orchestra** members are assembled the first two weeks of the school year. Students are welcome to express interest in participating in the pit orchestra, but a final roster will be determined by the pit orchestra director based on the specific instruments and number of each needed.

7. **Musical Crew** will be added to our roster during the month of September. Students that auditioned for the musical, but were not cast, have the opportunity to participate in the crew, as well as any students that have been a part of the crew in the past. Remaining crew spots will be advertised to the rest of the student body. Crew members include stage crew, who move set pieces on stage, hair and makeup artists, spotlight and light board operators, and sound board operators.

8. **Tech and Dress Rehearsals** will begin after the move to the Schauer Center the beginning of November (date TBD).
   a. During our **tech rehearsals**, scene changes with the set pieces are added as well as the introduction of props, lighting effects, costumes, sound effects, and microphones. We also begin performing with the pit orchestra as the musical accompaniment, rather than the piano. At this point in the production process, all cast and crew members are expected to be at every rehearsal and performance. These rehearsals can get tedious, so be prepared with reading or study materials to keep you *quietly* occupied when you are not on stage.
   b. **Dress rehearsals** begin the Monday of opening week! These rehearsals employ all aspects of the production and are expected to run fairly smoothly, with only brief stops to fix any major errors. Notes will be taken by the director of anything observed during that evening’s run of the show. It is expected that all cast and crew members remain after the conclusion of the rehearsal to listen to any notes pertaining to them and will be dismissed as they are no longer needed. These rehearsals may run near to the 10:00pm hour, so be prepared for a few late nights.

9. **Costumes, Props, and Microphones** are provided to cast members free of charge. Appropriate footwear and undergarments will need to be purchased by the cast member and specific details for those items will be provided by the director. Students will be responsible for the cost of repairing any damaged items. For any students assigned to wear a microphone, batteries and mic tape will be provided, but care must be taken when putting on and taking off the mic.

10. **Performances** are our end goal! We work for many hours preparing for these 6 opportunities to show our friends, family, and the community how much talent we have on and off the stage! For performances, you are expected to arrive to the Schauer Center with enough time to put your costume and makeup on, do your hair, and complete a mic check if you are wearing a microphone. For some people that’s an hour
and a half before the curtain opens, for others that could be 2 hours before the curtain opens. By this point in the rehearsal process I will trust you to know how much time you need to get ready.

11. **Strike** occurs after our final show. This is the not-so-fun part of the process where we have to put away all of our costumes and props, take down the set pieces and move them back to the warehouse at which they are constructed as well as clean up the Schauer Center and return it to the condition it was in when we first arrived, if not better! This can take until after midnight following our last performance and it is expected that everyone help and you will be dismissed as your services are no longer needed.

*The above information is meant to be a guide to the production process and what to expect. You will find this to be an exhausting, yet rewarding experience. Stay positive through it all, take deep breaths when you feel frustration building, and strive to focus on what needs to be done in each moment.

**STAGE DIRECTIONS**
(all from the perspective of facing the audience)

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<tr>
<th>Upstage</th>
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<tbody>
<tr>
<td>Stage Right</td>
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<tr>
<td>Downstage</td>
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</tbody>
</table>

**HOUSE LEFT** | **AUDIENCE** | **HOUSE RIGHT**
WE NEED YOUR HELP!

A musical production such as ours is not possible without the gracious time volunteered by the families of our cast and crew. It is understood that all families have many obligations, but each musical family will be expected to contribute a **minimum of 8 hours** helping build and paint sets. A job will be found for each member of the family so you can all come help together!

A schedule for building and painting will be e-mailed as soon as it is available so families can plan.

Additionally we utilize parent volunteers in the following areas:

- **Backstage supervision** (lots of volunteers needed here!)
- **Prop gathering and organization**
- **Costume organization**
- **Advertising** - hanging posters in town and the surrounding area, asking local businesses to advertise our show on their LED signs, putting advertisements in the local papers, creating an ad and getting it on the radio
- **Program creation, editing, and printing**
- **Hair and makeup expert**
- **School performance luncheon supervisors** (HCMP sponsors the meal, help is needed to pick-up and serve the meal)

A sign-up for volunteer needs will be shared as help is needed.
Co-Curricular Code

Below is an excerpt from the HUHS Co-Curricular Code of Conduct.

As a school-sponsored co-curricular activity, all student participants (cast, crew, and pit orchestra) are held to the guidelines of the HUHS Co-Curricular Code. The Co-Curricular Code can be found here: [http://www.huhs.org/cms_files/resources/2016-2017%20Co-curricular%20Code%20of%20ConductFINAL.pdf](http://www.huhs.org/cms_files/resources/2016-2017%20Co-curricular%20Code%20of%20ConductFINAL.pdf) It is expected that all student participants have read the entire Code of Conduct, but below are a few of the highlights that are most pertinent to musical participants.

**Athletic and Activities Fees** - Students wishing to participate in any of our WIAA sports or the HUHS Musical are required to pay a $120.00 user fee (family cap of $240.00). A student out for more than one of these activities pays this fee only once each school year. The fee must be paid prior to the start of participation in the activity. A student qualifying for free or reduced price school meals may qualify to have this fee waived. A student who is cut from a team for which he/she tries out may request to have the fee refunded if it's his/her first sport. The request must be made in writing before June 1, 2018. A student quitting a team or dropped for disciplinary or academic reasons is not eligible for a refund.

**CODE OF CONDUCT RULES, MISDEMEANORS, AND VIOLATIONS**

As a co-curricular participant, it must be understood that this code of conduct program is not designed to be a punishment but a deterrent to your becoming involved in risky and dangerous behaviors. It is also to insure that you have the best possibilities to succeed in your activity and to learn the valuable lessons co-curricular activities can teach. Because your mental and physical wellbeing is essential to your success, we want you to reach your full potential. We expect you to be an active part of the solution, and not a contributor to the problem.

**CODE OF CONDUCT RULES**

The following rules will apply to each co-curricular participant and will be in effect at all times during the co-curricular season. Each activity advisor/coach also has the prerogative to establish and implement additional rules specific to his/her particular program. Advisors/coaches are expected to share these in writing with their participants and their parents/guardians within the first week of practice. A copy of these additional guidelines and expectations will be on file in the Co-Curricular Office.

**Academics:** A student must be enrolled as a full-time student, have no more than one “F” in all classes to be eligible to compete/perform/participate fully in co-curricular activities. A student’s eligibility is determined by grades earned for the first quarter, 1st semester, third quarter, and 2nd semester grades. A grade of incomplete or “UN” will be treated as an “F” until a grade is completed. Students may replace failing grades by successful completion of the same course in summer school.

**Academic Ineligible:** A student that earns more than one failing grade at the grading period will be declared academically ineligible to compete, but may continue to participate and practice in co-curricular activities until progress report posting. Academically ineligible students must be passing all classes at the time progress reports are posted to regain full eligibility for the remainder of the quarter and will be removed from the academically ineligible list. A report of a failing grade in any subject will place certain limitations on a student’s ability to participate in co-curricular activities until the next grading period. Parents/Guardians/Students are responsible to monitor their grades on Family Access using their login and password.

**Academic Ineligible—Progress Report Status:**
b. For clubs and other academic co-curricular activities involved in competitions or contests, an academically ineligible student that has one “F” at the progress report date will be allowed to continue to practice, but not compete or participate in off campus functions until the next grading period. An academically ineligible student with more than one “F” at the progress report date will lose all eligibility to continue in that club or activity until the next grading period.

c. For clubs and other academic co-curricular activities that do not have competitions or contests, an academically ineligible student with one or more “F” at the progress report date will lose all eligibility to continue in that club or activity until the next grading period.

Note: A student who has lost all eligibility will not be allowed to be in uniform at an event, travel with the team, attend the end of the year awards banquet, and are not eligible for post-season awards. All uniforms/equipment must be returned to the coach immediately. **An academically ineligible student is also not allowed to be backstage at all for the duration of the ineligibility.**

**Attendance:** A co-curricular participant must be in attendance at least a half day (4 periods) in order to be eligible to be able to participate (practice and competitions). Exceptions to this rule may include: School-sponsored activities, family emergencies, doctor/dentist appointments, college visits, and/or others at administration's discretion. Contact with the Athletic and Activities Director PRIOR to an absence is required for exceptions to this rule. Unexcused absences will not be tolerated.

1. A participant suspended or expelled from school will not be allowed to participate in or attend co-curricular activities during the suspension/expulsion period.

2. Athletes medically excused from physical education class on any given day may not participate in practice or game on that day.

3. A student absent on the day prior to a non-school day or days on which a contest is scheduled (i.e., absent on Friday with a Saturday contest) may participate in the non-school day contest at the discretion of the coach.

4. The head coach or advisor determines the attendance policies for practices, games, meets, and contests. The attendance policy is to be shared with team members and parents at the beginning of the season.

Note: When a student joins a co-curricular activity, s/he will be expected to dedicate time specified for the activity by the advisor/coach. If practice/attendance is required, regular attendance at practice/events is required to remain a part of the activity/team. It is the student’s responsibility to notify the advisor/coach, in advance, of any circumstances that would or may prohibit attendance at practice(s), contest(s), meeting(s), and event(s) other than absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the activity dependent upon the nature and/or frequency of the offense.

**CODE OF CONDUCT MISDEMEANORS**

The following misdemeanors will apply to each co-curricular participant and will be in effect at all times. The following misdemeanors are unacceptable and the Principal and/or Athletic and Activities Director reserve the right to impose a penalty as deemed appropriate by the severity of the infractions which may include the suspension from practice and/or competition. Each activity advisor/coach also has the prerogative to establish and implement additional misdemeanors specific to his/her particular program.

**Behavior and Conduct:** Respect, courtesy, manners, and good sportsmanship are basic to good citizenship and shall form the basis for all behavior. Since co-curricular participants represent the school in public, their behavior frequently determines the opinion outsiders have of the school and community. It is expected that the conduct of co-curricular participants will be exemplary at all times.
Below is a list of examples that are considered behavior unbecoming of a co-curricular participant, but is not an exhaustive list:

- Unexcused Absences
- Academic Dishonesty
- Bullying/Cyber Bullying/Harassment
- Vandalism or Property Destruction
- Poor Sportsmanship including name-calling, obscene gestures, and/or fighting
- Being Suspended from School
- Hazing/Initiation Ceremony: Hartford Union School District will not permit, nor will any co-curricular participant stage, any type of “initiation ceremony” or hazing for co-curricular participants at any time and on any level. This prohibition includes locker/shower pranks, etc.
- Engaging in or being an accomplice to any other immoral or unacceptable conduct contrary to the philosophy of the Co-Curricular Code, the regulations within WIAA, or the ideals, principles and standards of Hartford Union School District
- Conduct Unbecoming of an Athlete
  Note: Students who are suspended from competition for a code of conduct misdemeanor will not be allowed to be in uniform at an event.

CODE OF CONDUCT VIOLATIONS

Code of Conduct Violations will apply to each student athlete on a year-round (12-month) basis in all locations, including non-school activities. Violation of the Code will result in penalties, which are consistent with those identified within the code as determined by school board. All Code of Conduct Violations will be cumulative beginning with a student's initial participation on a freshman, junior varsity, varsity team, or club/activity. Each activity advisor/coach also has the prerogative to establish and implement additional misdemeanors specific to his/her particular program.

**Criminal Behavior:** An athlete who participates in activities resulting in his/her arrest or formal charges being filed in a court of law. If the school district has adequate and competent evidence that the student participated in the offense for which he or she is charged, a penalty may be imposed pursuant to this Code prior to completion of the criminal proceeding. If the school district does not have such evidence and the student is convicted of a crime (misdemeanor or felony), the penalty pursuant to this code will be imposed upon conviction. In the latter case, the athlete may continue to participate in his/her sport until resolution of the matter by the judicial system.

**Chemical Health Violation:** A chemical health violation includes Possession, Use, Buying, Selling, and/or Being Under the Influence of Any Drugs and Drug Paraphernalia (Note: Drugs are defined as “look-alikes,” tobacco, e-cigarettes, alcohol, illegal drugs, performance enhancing drugs, or medications without a prescription or use not in accordance to usage directions.)

**Presence at party or gathering where alcohol or drugs are being illegally consumed:** If a co-curricular participant attends a party where alcohol or drugs are being illegally dispensed, the student must LEAVE IMMEDIATELY. To remain in the presence of this illegal activity shall constitute a violation of the code of conduct.

  Note: Co-curricular participants should encourage as many classmates as possible to leave with them.

  *The intent of the “presence at a party” is not to deny participation with adult family members in gatherings such as weddings, anniversaries, or other family gatherings.

**Hosting a Party:** A student or students deemed responsible for hosting a party where smoking/alcohol/controlled substances are served or consumed.
Note: A student shall not be in violation of hosting a party if the student can provide tangible information that he/she was not aware smoking/alcohol/controlled substances were brought to their house or that, after becoming aware that smoking/alcohol/controlled substances were present, the student notified an adult and asked the responsible parties to leave.

**Cyber Image Policy:** Any identifiable image, photo, or video which implicates a co-curricular participant to have been in possession or presence of alcohol and/or drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the Code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the co-curricular participant must assume. It must also be noted there may be persons, who would attempt to implicate a co-curricular participant, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our co-curricular participants not place themselves in such environments.

**PENALTIES FOR CODE OF CONDUCT VIOLATIONS**

Due to the differences in the nature of club or athletic activities offered, the same disciplinary measures are not always appropriate for all clubs and athletic activities. For this reason the Advisor and the Athletic and Activities Director will modify the penalty to fit the appropriate percentage based on the violation. Students who participate in both athletics and activities should understand that in the event of a violation, they are subject to discipline in both areas.

- The penalty for that season will be imposed immediately following the violation.
- When calculating the number of contests to be forfeited, any amount that results in a decimal remainder of .1 or greater will be rounded to the next whole number (per WIAA rules of eligibility).
- The student will be ineligible for all co-curricular activities (clubs and sports) during the period of suspension and prior to approval of a reinstatement request.
- During the period of the suspension, the student is required to attend team meetings and practices and must participate in every team/group activity, but may not compete.
- For athletic activities in which the number of contests forfeited is greater than the number that remains in the season, the remainder will be carried over to the next athletic season in which the athlete participates. Numbers of performances may vary yearly. The penalty will be determined using the actual schedule for the current school year.
- In the event that a student has been suspended from participation for an extended period but will become eligible during an upcoming season or schedule of activities, that student will be allowed to participate in tryouts for that activity.
- The co-curricular code is in effect year-round. All suspensions will be the same whether the violation occurs while the student is in a sport and/or activity or if it occurs during the off-season. If a student interrupts his/her education for any reason, the suspension (if not completed) will resume when the student returns to Hartford Union High School.

Note: Students who are suspended from a competition for a code of conduct violation will not be allowed to be in uniform at an event. *A student suspended from a musical performance will not be allowed backstage for any performance(s) from which he/she are suspended.*

- “Contest” Defined: A contest is defined as one regularly scheduled event (game, meet, competition, etc.) within Wisconsin Interscholastic Athletic Association (WIAA) or other organizations' sanctioned definitions as appropriate.

**PENALTIES**
<table>
<thead>
<tr>
<th>Violation</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
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<tbody>
<tr>
<td>Criminal Behavior</td>
<td>25%</td>
<td>50%</td>
<td>Calendar Year</td>
<td>High School Career</td>
</tr>
<tr>
<td>Chemical Health Violation</td>
<td>25%</td>
<td>50%</td>
<td>Calendar Year</td>
<td>High School Career</td>
</tr>
<tr>
<td>Presence at a Party</td>
<td>1 event</td>
<td>25%</td>
<td>50%</td>
<td>Calendar Year</td>
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<tr>
<td>Habitual Truancy</td>
<td>25%</td>
<td>50%</td>
<td>Calendar Year</td>
<td>High School Career</td>
</tr>
<tr>
<td>Hosting a Party</td>
<td>50%</td>
<td>Calendar Year</td>
<td></td>
<td>High School Career</td>
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</tbody>
</table>

- Students participating on athletic teams or in an activity will be suspended from participating in the scheduled amount of contests for the current school year. When calculating the number of contests to be forfeited, any amount that results in a decimal remainder of .1 or greater will be rounded to the next whole number (per WIAA rules of eligibility).

**PENALTY REDUCTION FOR HONESTY AND INTEGRITY**
For a first offense only, where the police are not involved, and the school does not have information about the offense, the student may voluntarily turn himself/herself in to the Principal or Athletic and Activities Director to receive a penalty reduction for honesty and integrity. The penalty will be reduced to one contest or performance. If the school has knowledge of the situation leading to the violation, the regular penalties will apply. Subsequent violations of the code will be treated as any other repeat violation of the code and the normal penalties for such violations shall be imposed.

**CODE OF CONDUCT VIOLATIONS REINSTATEMENT**
All students must seek reinstatement after any Code of Conduct violation to regain eligibility and earn team awards.

1. The student must attend all practices/meetings and be present at all competitions while under suspension.

2. A request for reinstatement must be submitted by the student to the Principal or Athletic and Activities Coordinator Director and the perspective coach(s). The request should include the understanding of why suspended, how to plan to remain in good standing, and the benefits for the student to return competitive performance.

3. Must make an apology to team.

4. Both the student and parent must resign the Code of Conduct contract.

**CODE OF CONDUCT VIOLATIONS SUSPENSION PROCEDURE**
When an alleged violation of the code is reported to the school, the Principal, Athletic and Activities Director, and/or a designee shall meet with the student. The student will continue to participate in co-curricular activities until this meeting is held.

1. In the event that the student admits to the allegation of a violation at this meeting, the co-curricular office shall impose the appropriate penalty for the violation as specified, effective immediately. The student and his/her guardians shall be given notice of the violation and the discipline imposed.
2. In the event that the student denies the alleged violation, the co-curricular office shall determine whether there is sufficient evidence to warrant further action. If there is sufficient evidence that the student has committed the alleged violation, the administrator or his/her designee shall impose the penalty for the violation as specified, which begins immediately. The student and his/her guardians shall be given notice of the violation and the discipline imposed and shall be informed of the opportunity for appeal to the Co-Curricular Appeals Committee.

Again, the above co-curricular code of conduct excerpt is not meant to be a lecture or punishment, but rather an outline of unacceptable behaviors and their consequences.

Cast Parties
It has been customary for the musical cast, crew, and pit orchestra to coordinate cast parties, at which all musical participants are invited to attend. These gatherings are a great opportunity for the cast, crew, and pit orchestra to bond and relieve some of the stress of the musical process, but a couple of things need to be kept in mind when planning and participating in cast parties:

- All attendees are expected to be present and punctual for any school or musical obligations the day following the party
- The HUHS Co-Curricular Code will apply to attendees at the party and should a violation arise, penalties will be assessed according to the Co-Curricular Code
- Have fun and make great memories!

Though this handbook is not exhaustive, it is a great guideline for what to expect when participating in the HUHS Fall Musical. Musical information will be primarily communicated through e-mail and the same information can also be found on the HUHS Fall Musical webpage: [http://www.huhs.org/activities/music-fallmusical.cfm](http://www.huhs.org/activities/music-fallmusical.cfm).

Thank you for choosing to participate in the HUHS Fall Musical and together we will create an incredible production!