



# PARENT/ STUDENT HANDBOOK

Dear Parents and Cast Members:

The purpose of this handbook is to acquaint you and your student(s) with the policies and regulations of Junior Thespian Productions (JTP). We rely on your cooperation and assistance in providing your student with a quality educational theatre experience. It is only through this mutual understanding and support that we can achieve this ultimate goal. We invite each of you to share in our dedicated efforts with your student and to support JTP in this process. Please read this handbook carefully. We are thrilled to have you as part of our JTP family.

~The Junior Thespian Directors and Staff

JTP is truly unique. The rehearsals are organized and taught by a professional staff. During the registration/audition process, students are grouped according to their ages and levels of experience. Throughout the rehearsal process, students receive instruction in all areas of theatre craft. Each student's growth in the program is largely determined by their willingness to contribute to the process.

## JTP Promotes a Christ-Centered Code of Ethics:

- **COURTESY AND KINDNESS:** How we treat one another and work together as an ensemble.
- **INTEGRITY AND CHARACTER:** Accepting the responsibility for meeting deadlines, completing assignments, adherence to attendance policies, and acceptance of consequence for choices made.
- **SELF-CONTROL AND HUMILITY:** Contributing to each others growth by listening, encouraging, monitoring one's need for attention and being willing to share the spotlight.
- **GENEROSITY OF SPIRIT:** Sharing our gifts in gratitude to God.
- **RESPECT:** For the craft, for the material, and for one another.

## JTP STAFF:

Founder/Producer/Director: Ms. Jeanne Nellesen ([jnellesen@servitehs.org](mailto:jnellesen@servitehs.org)) 714-774-7575 x1120

Co-Producer/ Stage Manager: Mrs. Laurie Cantrell ([juniorthespianproductions@gmail.com](mailto:juniorthespianproductions@gmail.com))

Choreographer: Mrs. Carrie Shaw

Musical Director: Mrs. Kate DeCreny

Theatre Manager: Mr. Robert Robertson

Costumer: Mrs. Holly Nellesen

## **REHEARSAL POLICY**

The **rehearsal schedule** for each production is set specifically, once all **conflicts** have been analyzed. All conflicts must be submitted on the audition form. Unplanned absence from rehearsal may result in possible dismissal from the cast. Absence from school due to illness is considered an excused absence from rehearsal. Please keep sick children home. Parents must call or e-mail the director or stage manager if their child is sick and will not be attending rehearsal. Per school policy, you must attend school to be eligible for rehearsal or performance.

Students must arrive at each rehearsal **ON TIME**. It's good practice to arrive a few minutes early so that work can start at the scheduled time. Parents are also asked to return a few minutes early to pick up their students. The directors will remain after rehearsal for 15 minutes only. There will be a fee incurred for students who require baby-sitting services following rehearsal. Parents must support this rule. Teaching children to be on time is of utmost importance. This is a life-long lesson. There is an old saying in the theatre: **Early is on time, on time is late, and late is rude!**

Three non-excused **absences**, frequent tardiness or leaving early will result in removal from a scene, a production number or dismissal from the cast. Not only is it unfair to those who attend every rehearsal, it is impossible to produce a musical of **quality** when actors are not thoroughly prepared. **Our program's goal is for each participant to leave the theatre on closing night with newly discovered skills, new friends, and a stronger appreciation for live theatre.**

Students must **sign in** for each rehearsal as soon as they arrive. It is very important to bring homework or a book to read if there is any down time. **No cast member is allowed to leave the rehearsal building at any time without checking with the director. Parents must come into the rehearsal building or theatre to pick up their child and leave promptly.** No students may wait in the parking lot for parents. Rehearsal may last until 9:00PM on some weeknights and can be later during production week. There should be no lingering about after rehearsal. A sack lunch for full day rehearsals or a snack may be brought to rehearsal. **NO GUM CHEWING AT ANY TIME DURING REHEARSALS OR IN THE THEATRE.** JTP and Servite High School has a No-Gum Allowed policy and must be adhered to. Label everything, even your water bottle. Lost articles will be put in JTP lost and found. JTP is not responsible for ANY lost articles. It is disheartening to pick up forgotten scripts at the end of rehearsal. **Again, responsibility is a personal growth goal.**

**Rehearsals are closed to outside visitors. Parents of cast members under 6 are the exception and must accompany their child to rehearsal.** A quiet rehearsal space is conducive to the learning process. This is a courtesy to the directors and the actors working on stage. Do not break actors' concentration with disruptive behavior or unnecessary talking. The directors' responsibilities before and after every rehearsal are the students' safety. **Please do not choose to visit with the directors before or after the rehearsals.**

## **HANDBOOK AND SCRIPT**

When a student is given his or her script/music, it must be added to this handbook and brought to every rehearsal. Make sure the cast member's name is clearly marked on the front. **Mark in scripts and music with pencil only.**

## **PHOTOGRAPHY**

Rehearsal and production pictures will be taken for the website by authorized vendors. **At no time can anyone post, display, or sell JTP pictures without the permission of JTP.** If you wish for your student to not be photographed, please indicate that on the emergency form.

A professional **cast picture** will be available to purchase if desired.

**Audience members are not allowed to take photos or video during the performance, as it distracts the performers.**

## **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones may be brought to rehearsal for the purpose of contacting parents for pick-up time changes or emergency situations. **No electronic devices or cellular devices are to be used during rehearsal.** No texting, talking on the cell phone or listening to music during rehearsal, with the exception of break times. Outside distractions keep the students from staying in character. **Focus is a key to success.**

## **DRESS POLICY**

Dress appropriately for rehearsal. Coming to a dance rehearsal in tight jeans and flip-flops is not acceptable. Rehearse in show shoes as soon as you are notified of appropriate footwear. For safety reasons, closed-toe shoes are required. Rehearsal skirts on girls also contribute to characterization. Hair should be pulled back off the face. When dressing, **modesty and safety** should be exercised. If there are questions, please consult your Catholic school's handbook on appropriate free dress procedures.

Actors will be measured and fitted for **costumes** at scheduled times. It is important to attend the costume appointment. No costumes leave the theatre. All pieces will be labeled and distributed on a hanger or in a bag. At the end of dress rehearsal or performance, costumes must be returned to the costume cage in the same manner. There will be a charge for lost or damaged costumes. Shoes and undergarments are the responsibility of the actor. A leotard or t-shirt and bike shorts should be worn under the costume for modest, quick changes.

## **RESPONSIBILITIES**

A date will be given for **song and line memorization**. It is usually the first rehearsal after Christmas break. We take a long Christmas break to spend time with family, learn lines, songs, rest and gear up for the more difficult and demanding schedule in January and February. Character growth can only occur when the actor is “off book.” Students are bound by the policies of this handbook and their school’s handbook. **A 2.0 Grade Point Average must be maintained. JTP reserves the right to dismiss any cast member who exhibits unacceptable behavior.**

## **SAFETY ISSUES**

In light of the ongoing events in the world and our country, I would like to outline the measures JTP is taking to ensure the safety and security of your child. Sometimes rehearsals are held at various facilities, and in case of an emergency affecting Los Angeles or Orange County, the staff will first make every effort to contact appropriate authorities to determine the conditions of roads and highways in and around the area. If your child has a cell phone, permission to call home will be given. In the event that it is determined that students should remain at rehearsal, we will assemble as a group in the safest area available on campus. Parents or authorized persons may pick up their students and a staff member will remain with students until all are picked up. Be assured that the safety of each student is our primary concern.

## **PRODUCTION WEEK**

This is a challenging but rewarding time. All cast members must eat before arriving at the theatre. **There is no food allowed on stage, in the house, in the dressing rooms or in the pit. Sign in immediately.** Do not touch ceiling pipes or put tape on the floor of the pit. No wandering around the theatre. Costumes must be checked in and out properly. A blanket or sleeping bag should be brought to sit on in the pit. Bring a book, cards or quiet things to occupy time between scenes. **Electronic devices are not permitted.** No parents are allowed backstage unless they are assigned volunteers. No cast member may leave during a performance. **ABSOLUTELY NO ONE MAY PASS THROUGH THE MAIN CURTAIN. NO PARENTS/GUESTS/ AUDIENCE MEMBERS BACKSTAGE BEFORE, DURING, OR AFTER THE PERFORMANCE.** Cast members may greet their audience in the quad or lobby after the show. A cast party will be provided during the production week-end. Awards are given at this time. This is a wonderful time to celebrate the successes of the children.

*This safe, supportive, and disciplined environment allows each actor to share their individual, God-given gifts and talents with the community. JTP has provided over 1600 students an excellent venue for training in the fine arts. Professionals in the entertainment field, as well as parents and educators, have recommended the program for its ability to teach Christ-centered self-esteem, teamwork and positive attitudes.*