



**Academy Handbook 2023-2024**

## **Academy for the Performing Arts**

A Program of Excel TECC

Hosted by

Chagrin Falls Performing Arts Center

400 East Washington St. Chagrin Falls, Ohio 44022

Comprised of students from ten school districts, including: Aurora, West Geauga, Solon, Orange, Beachwood, Mayfield, South Euclid Lyndhurst, Richmond Heights, Chagrin Falls, Brush, and Willoughby/Eastlake

Ben Needham - Program Director

Dan Hendrock - Artistic Director

[www.chagrinacademy.org](http://www.chagrinacademy.org)

### **ADMINISTRATIVE STAFF**

Ben Needham	Program Director & Production Designer
Dan Hendrock	Artistic Director/Lead Instructor
Katherine Swartzbeck	Technical Theatre Instructor & Resident Stage Manager
Abraham Adams	Theatre Instructor
Lance Switzer	Technical Coordinator

### **TEACHING STAFF** (CTE Licensed)

Dan Hendrock	Audition, Acting, Theatre History, Musical Theatre, Film Acting
Abraham Adams	Audition, Acting, Voice, Movement, Shakespeare
Katherine Swartzbeck	Stage Management, Theatre Etiquette, Technical Theatre

### **GUEST ARTISTS**

Derdriu Ring	Guest Director 2024 Junior Play Festival
Mariah Burks	Guest Director 2024 Junior Play Festival
April Rock	Resident Costume Designer & Guest Technical Theatre Instructor
Richard Ingraham	Sound Designer - THE LIGHTNING THIEF
Tom Linsenmeier	Sound Designer - CHILDREN OF EDEN
Ryan Santa	Improvisation
Kelly Sherlock	Scenic Artist
Sarah Dixon	Music Director THE LIGHTNING THIEF
Marcia Snavelly	Music Director CHILDREN OF EDEN
Dusten Welch	Stage Combat



**WELCOME** to the Academy for the Performing Arts at Chagrin Falls Performing Arts Center in Chagrin Falls, Ohio. The “Academy” is a college preparatory program that engages and inspires students from ten northeast Ohio school districts through excellence in educational, artistic and cultural programming. You are now a member of a group of talented young people who have come together to explore their creativity and expand their talents in their junior and senior years of high school. The mission of the Academy is to provide talented high school juniors and seniors with a joyful, challenging and inspiring training experience in the performing arts; one that builds confidence, courage and mastery in creative self-expression and prepares students for high-level college and professional opportunities.

**PROGRAM AND CLASS TIMES**

The Academy for the Performing Arts has two sessions

Morning Academy (JUNIORS) 7:45 – 9:45 a.m.

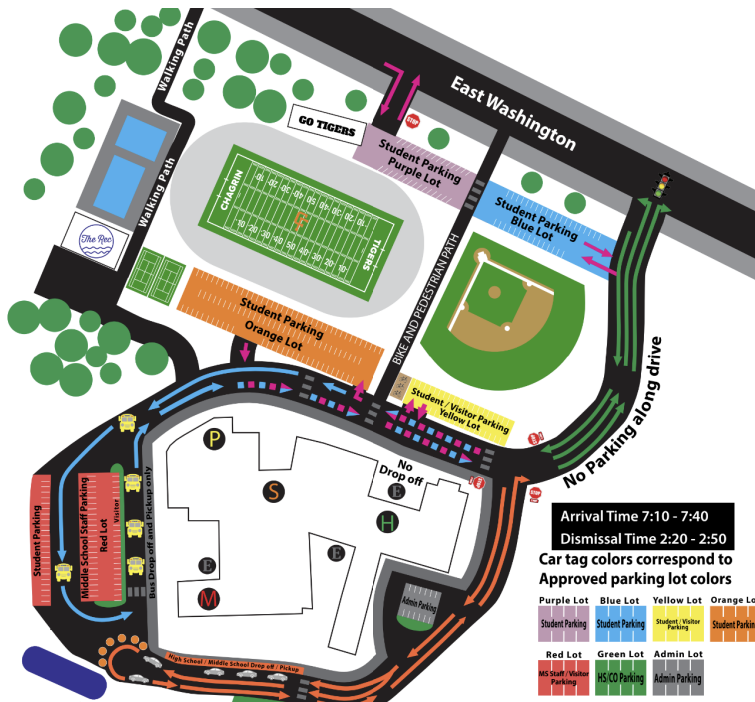
Afternoon Academy (SENIORS) 12:50 – 2:20 p.m.

ALL CLASSES ARE HELD AT CHAGRIN FALLS HIGH SCHOOL

400 East Washington Street Chagrin Falls, Ohio 44022

**PARKING**

Visit the site below to apply for a parking permit. A valid driver's license is required to apply. You may submit your application at any point during the school year. Permits cost \$15 and are limited in availability of parking spaces. [www.chagrinschools.org/o/cfhs/page/driving-information](http://www.chagrinschools.org/o/cfhs/page/driving-information) Students are permitted to park in the PURPLE LOT (see map below).



## ACADEMIC CALENDAR

The Academy for the Performing Arts follows the Chagrin Falls High School schedule of classes and days off. If Chagrin is in session, students are required to be at the Academy. This includes winter and spring breaks as well as periodic days off. Transportation will be provided by Excel TECC to Chagrin High School whenever the Academy is in session. The Chagrin calendar is below:

### CHAGRIN FALLS SCHOOLS 2023-2024

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>21</td><td>Work Day-Convocation</td></tr> <tr><td>22</td><td>Teacher Work Day</td></tr> <tr><td>23</td><td>Teacher Work Day</td></tr> <tr><td>24</td><td>First Student Day</td></tr> </table>	21	Work Day-Convocation	22	Teacher Work Day	23	Teacher Work Day	24	First Student Day	<b>August-23</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<b>February-24</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>16</td><td>PD Day/No Students</td></tr> <tr><td>19</td><td>President's Day</td></tr> </table>	16	PD Day/No Students	19	President's Day																
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## **GRADING PROCEDURES**

<b>Grading Scale</b>	<b>Grade</b>
92-100	A
90-91	A-
88-89	B+
82-87	B
80-81	B-
78-79	C+
72-77	C
70-71	C-
68-69	D+
60-67	D
0-59	F

Each instructor will grade their section based on a variety of factors including but not limited to attendance, tests/quizzes, projects/assignments, collaboration, and commitment to growth.

A student's quarter grade will be calculated by taking the average of the grades in each of their individual sections. This average will be reported to the student's home school for their Academy grade under each of the following course titles:

### **Junior Year**

Acting & Script Analysis  
Performing Arts Primer

### **Senior Year**

Acting Performance  
Stagecraft



## **ATTENDANCE**

The Excel TECC programs have a 15 day absence limit for each school year, which means that students who reach 15 days of absence may lose credit for the course. Students are expected to fulfill their home school's obligations outside of the scheduled class time. When Chagrin Falls High Schools are in session, students must attend classes – regardless of whether or not the home school is in session. An exception to this rule is if the home school is closed due to inclement weather. Career Technical Program teachers will honor the home school exam schedule; however, the parent must call to report the absence on the days that the student will not be attending due to taking exams. In addition, absences due to state mandated Ohio Graduation Tests will not be counted against the student.

If a student is absent 5 days, the program teacher will notify the parent and the home school's guidance counselor that the student is at risk of reaching the allowable days missed. Upon 10 absences, the program teacher will notify the parent, the home school's guidance counselor, and Excel TECC Administration, at which point a parent conference may be scheduled. If a student reaches 15 total absences (excused or unexcused) a parent conference with administration will be scheduled and they may be terminated from the program and credit may be withheld. If there are extenuating circumstances regarding absences, a parent may request a meeting with administration and also provide medical documentation for the absences.

If for some reason a student will not be in class, the parent/guardian shall contact the bus transportation supervisor at the home school, as well as the attendance secretaries at the student's home school and Chagrin Falls Schools. Without appropriate notification, the absence may be considered unexcused.

Please note that attendance is also expected to follow the Chagrin Falls High School attendance policy which can be found in the Student/Parent Handbook linked [here](#).

Rehearsals and performances are considered an extension of the curriculum for the Performing Arts Academy and therefore the same attendance policy is in effect. A student is only able to attend rehearsal if they have an excused absence from class. If they are absent from a rehearsal or performance for any reason not included on their initial conflict sheet at the time of audition, the absence will count towards the 15 day absence limit absent the presence of other extenuating circumstances. If a student misses multiple rehearsals and the content contained within them, the Director may move the student to a more limited level of participation in the production regardless of the reason for the absence or the presence of extenuating circumstances.

During the school day, if a student is tardy they must report first to the CFHS office to have their attendance recorded and then come to the Performing Arts Academy to inform their teacher of their arrival.

### **IF YOU WILL BE ABSENT**

Parents must call BOTH your home school and CFHS Attendance line at

**440-247-2043**

## **FOOD DELIVERY**

Students are not permitted to order food, beverages, or other items to be delivered to the school during Chagrin school hours (school day ends at 3pm). This includes but is not limited to Door Dash, Grub Hub or independent restaurants or vendors. Parents should not bring in to-go orders for groups of students.

## **ACADEMIC INTEGRITY**

[Please click here](#) to review the Chagrin Falls High School Student Handbook. While attending Academy classes and rehearsals students are bound by all policies and behaviors laid out in this handbook, **specifically those governing Academic Integrity.**

### **A.I. POLICY**

Artificial Intelligence programs are not a replacement for creativity, originality, and critical thinking. However, in specific circumstances with permission from the instructor, as well as with proper citations, AI programs may be used as a tool. Using Artificial Intelligence without attribution or without express permission from the instructor, the use of artificial intelligence is academic dishonesty and violates the student handbook.

## **REHEARSAL EXPECTATIONS**

1. Arrive with an open heart and a creative spirit. Leave personal drama outside the rehearsal room.
2. Be ready to work at the appointed time. Arriving on-time is considered late.
3. Clothing should be so constructed and worn in a manner that is not unduly revealing. Footwear and clothing that allows you to move freely and without slowing down the rehearsal process is part of professional behavior.
4. Always bring the script and a pencil.
5. It is recommended that you bring a water bottle, a snack, and a sweater/hoodie.

### **General Rehearsal Information:**

Each show is unique as is each rehearsal schedule. Generally speaking, Academy rehearsals run from 3:30pm until 6:30pm during the week.

Daily calls will be posted and emailed by the Stage Manager at the conclusion of each rehearsal day. Attendance will be taken at the start of each rehearsal. Any absences from a rehearsal not on your initial conflict calendar will affect your grade and count against your 15 day maximum allowable absences for Excel Tecc.

## **ACADEMY CASTING POLICY**

The Academy produces 7-8 shows per year. While you are a member of the Academy, there are no restrictions on your home school's opportunities. This will include extracurriculars like sports or your home school productions. If you do plan to partake in your home school extracurriculars that may preclude you from being in an Academy show during that event's time frame.

The Academy adheres to a policy of "best person for the role." Simply put, Directors will cast the students with the talents and qualities appropriate for a given role regardless of a student's year in school, age, ethnicity, or gender. However, in certain instances, identity-conscious casting represents truthful and connected ways to tell familiar stories and introduce new facets to iconic characters informed by the actor's identity. Identity-conscious considers the visible aspects of an auditionee's identity in relation to that of a character rather than attempting to ignore these aspects. In addition, please note that class behavior plays a large and important role in casting. Your passion counts!

## **CASTING CONSIDERATIONS**

In order to be considered for a role in an Academy production, you must have a passing grade in each of the individual sections of the quarter before the production begins, adhere to the Academy and Chagrin Falls Schools code of conduct, and follow the attendance policy according to the handbook. Failure to do so may affect your chances in being in an Academy production, and/or removal from the production itself.

## **GUEST ARTISTS AS ACTORS**

Occasionally, a guest artist may be cast in a production to provide rewarding opportunities for students and give them the experience of working with gifted professionals. Students will always be informed of this decision prior to the casting process.



**PERMISSIONS AND ACKNOWLEDGEMENTS TO THE  
PARENTS OR GUARDIANS OF THE ACADEMY FOR THE  
PERFORMING ARTS STUDENTS**

Please acknowledge below that you have read and understand contents of the [Excel TECC](#), [Chagrin Falls High School](#) AND the Academy for the Performing Arts Handbooks.

Parent/Guardian Printed Name	Student Printed Name
Parent/Guardian Signature	Student Signature
Date	Date

Contact Information:

Parent Home Phone Number: \_\_\_\_\_

Parent Cell Phone Number: \_\_\_\_\_

Student Cell Phone Number: \_\_\_\_\_

Parent Email: \_\_\_\_\_