
Student Handbook

2022 Summer Teen Intensives

revised and updated on July 15, 2022



WELCOME!

The faculty and staff would like to congratulate and welcome you to the Neighborhood Playhouse Junior School family. Since opening its doors as an acting school in 1928, the Playhouse has been a major force in actor training and launched the careers of countless artists of stage and screen.

We want you to feel at home here while you work hard on your craft. You are now citizens of this legendary institution, and it is our hope that here, and out in the world, you take your role as an ambassador of the Neighborhood Playhouse seriously. This handbook will acquaint you with the rules, the school, and your expected responsibilities. It is a reference manual to provide students and parents with general information about relevant school policies and procedures. It is intended as a supplement and a guide to be used in conjunction with the school's website.

website: www.playhousejuniors.com

reception: reception@neighborhoodplayhouse.org

email: cldaehler@neighborhoodplayhouse.org

EXPECTATIONS

Your Commitment

For the next 3-4 weeks your priority must be to the Junior School at the Neighborhood Playhouse School of the Theatre in order to meet the demands of the program. This is not an easy commitment, but if undertaken will result in a summer well spent, with serious growth in your knowledge of both the techniques and the art of acting. Learning to act isn't easy, but the rewards will be deeply satisfying. Our instructors are committed to challenging you and giving you the work you deserve.

Advice & Consultation

Much of the work at the Playhouse is about self-discovery and the best kind of teaching is the result of putting you on that path. If you wish, you may make an appointment to discuss your progress with the JR School Director, Carmen Lamar Daehler, or any of the teaching staff. Carmen is available to talk with parents and students.

Attendance

Attendance to all classes is expected and mandatory. Students need to be available from 10am - 5pm/5:30pm, Mondays through Fridays. It's important for students to arrive on time. Classes start promptly. Students may not avoid a certain class by arriving late. Lateness will be carefully monitored. Student absence and lates greatly affects others and disrupts the flow and growth of the courses, the focus of teachers as well as students. Attendance is taken during every class. If you know you're going to be absent or late, contact your teacher. You

must contact Carmen Lamar Daehler at cldaehler@neighborhoodplayhouse.org and reception at reception@neighborhoodplayhouse.org.

Absences: A student who has 3 unexcused days absent will receive a formal warning and meet with the JR School Director. Excessive absences are grounds for dismissal.

Lateness: Students who arrive 10 minutes after the class has started will be marked late. Students who have 3 unexcused lates will receive a formal warning and meet with the JR School Director. As with absences, excessive lates are grounds for dismissal. Students who are consistently late returning from out lunch will have their lunch privilege revoked.

Always communicate with your teachers and the JR School Director if there are absences and lates that are unavoidable. Due to the tight faculty schedule, there are no makeup classes.

Termination Policy

The Neighborhood Playhouse has the unrestricted right to terminate a student's enrollment agreement at its sole discretion. A student may be asked to withdraw if, in the opinion of the school, the student's presence is considered detrimental to the school or to the health and/or progress of another student or the faculty. These may include the following:

- Delinquent absences or lateness.
- Behavior that is detrimental to the welfare of the school as a whole, or to the students.
- Acceptance of amateur or professional media or stage engagements taking place during the course of study without special permission from the JR School Director.
- Behavior inappropriate in conduct and language, or in attire that might, for a reasonable person, be offensive.

Refund Policy

If you need to cancel your child's attendance at the Junior School, please contact the JR School Director immediately. Any tuition paid before the start of class will be refunded. The refund will be the full amount of the total tuition payment, minus the nonrefundable deposit of \$300 or any fees incurred. Regrettably, after the third class, there is no refund, regardless of the circumstance.

School Closing

In the event of severe inclement weather (tropical storm, flooding, etc.) or disaster, check your email and the website for updates on the most current information. If school is cancelled or delayed, this information will be sent to you as soon as possible. Keep in mind, due to teacher and building conflicts, missed classes due to natural disasters are not guaranteed a makeup day.

The Neighborhood Playhouse is approved by the New York State Education Department and by the National Association of Schools of the Theatre. As an enrolled student, your child(ren) shall conform to the rules and regulations of the School as stated in the Student Handbook.

STANDARDS OF BEHAVIOR

Student & Teacher Conduct

Students, faculty, and staff are expected to show respect and support for each other and their environment. Ideas, hard work, and concentration are valued. The students are not allowed to criticize other's work, unless required to do so under the guidance of the instructor for learning purposes. Students are expected to follow all behavioral, dress code, and instructional guidelines as set by their teachers and the school. Students and teachers should act in a responsible manner. Attitudes and comments that degrade others based on race, gender, sexual orientation, religion, or socio-economic status will not be tolerated. Profanity is forbidden. Use common sense.

Sexual Harassment

The Playhouse is committed to maintaining a humane atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships. More specifically, the faculty, staff, and students of the school will not condone actions and words which a reasonable person would regard as either gender discrimination or sexual harassment.

Complaints of sexual harassment should be made to the Junior School Director. Prompt action will be taken on formal complaints, and a finding of sexual harassment will result in appropriate disciplinary action. If a student feels uncomfortable for any reason, please contact the Junior School Director.

Alcohol and Drug Use

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees is prohibited on school premises or as part of any of its activities. The school is a Drug-Free Workplace as defined by Federal regulations. Students or employees found violating any local, state, or federal law, regarding the use, possession, or distribution of alcohol or other drugs will be subject to the full legal penalty, along with any appropriate school disciplinary action.

Medical

All medical conditions, allergies and other pertinent information to ensure the safety and well-being of your child should be filled out on the medical release form.

Neighborhood Playhouse staff and faculty are not licensed to administer medication, including pain medication. If your child is on a prescription schedule or carries emergency medication (for asthma, allergies, etc.), please inform the Junior School Director. Students must be able to administer their own medication during the school day.

If your child becomes ill you'll be notified as soon as possible to plan the best solution for your child.

COVID-19

If you feel unwell and suspect you might have COVID-19, please seek medical attention immediately. Contact our office to notify us.

The health and safety of our students and staff is of the utmost importance.

DAILY EXPECTATIONS

Class Schedule

The course schedule will be emailed to all students before the first day of classes. Any changes to the schedule will be announced as they occur.

Family and friends may observe classes on visiting days and/or presentation days to be announced. Check the calendar on the website for more information. No visitors will be allowed on other days, except for guided tours scheduled in advance.

Teachers are required to dismiss students 5 minutes before the end of class, so they may start their next class promptly.

Dress Code

- Comfortable clothing for movement is essential in all classes. Acceptable clothing includes yoga pants, sweatpants, gym clothes, shorts, and T-shirts.
- No special dance shoes are required for dance/movement. Barefoot may be preferable.
- Please use hair ties to pull long hair back during movement classes.
- Although we support individual personal expression, clothing that is distracting, provocative, and not suitable for a learning environment is not permitted. Clothing with hate, racial, obscene slogans, or other inappropriate remarks are prohibited. Once again, let common sense prevail.

School Supplies

In addition to being prepared in class with the proper attire and attitude, students must arrive with a pen or pencil and a notebook dedicated to the JR School. Occasionally you'll be asked to bring additional materials, including but not limited to, a 3-ring binder, paper, clear sheets for music, and props for scenes. The office can supply some items as needed.

Lunch

You will have 45 minutes for lunch. The first 15 minutes are yours. We encourage lunch to be social time. Healthy foods are encouraged to maintain stamina throughout the long day; please avoid sweets and soda. Water is acceptable and encouraged to have throughout the day.

PREPAREDNESS & OVERVIEW

This page will be available for signature on a google doc

1. Please sign in with reception at the start of each day. Please call or email if you'll be late.
2. Be responsible for all personal belongings. The school assumes no responsibility for personal property.
3. Please be prepared with the appropriate materials / attire as you enter the classroom.
4. Please adhere to the rules of the school and teachers at all times. Abusive behavior and bad language is prohibited unless appropriate to a scene or song when part of a performance. Rules of good manners and decorum must be followed in all classes, this includes but not limited to respecting each other's time, space, and environment.
5. Clothing is a matter of personal style, however anything deemed hateful or hurtful to others with reference to race, ethnicity, sex, or gender identity will not be tolerated. On dance days, please wear appropriate clothing you can wear all day as there is no time to change.
6. When lunching, students are to use the 4th floor lunch lounge (same floor as the dance studio and library). Please dispose of all debris in the appropriate bins. Recyclable items (cans, hard plastic, bottles) should be put in **BLUE** containers. If unsure ask a staff member for assistance.
7. Students and parents are not to enter the reception area or gather in the front hall. Parents please drop off and pick up your students outside of the building. Everyone entering the building needs to be vaccinated. Mask wearing is optional.
8. Bathrooms available for your use are located in the lobby, and on the 3rd and 4th floors.
9. Cell phone use is prohibited, unless otherwise instructed. Parents, we encourage you, if you need to reach your child, to email reception@neighborhoodplayhouse.org or call 212-688-3770.
10. Students are requested not to sit on the stairs between floors or on the entrance steps to the school. There is also no rehearsal or "repeating" allowed in the lobby or stairwells. Rooms are available.
11. Students are not to use the elevator, except under specific circumstances, with prior permission, or a note from the doctor. Students must participate in all classes, unless a note from a parent or doctor is received explaining the circumstances.
12. Classes are over by 5:30pm. The building needs to be cleared out before 6pm. No student may remain in the building after that time.
13. Students must sign out with reception when they leave for lunch and at the end of the day.
14. Please refer to this handbook for details of the above and more. Please refer to the attached google doc for signature from both student and parent.

I have read the student handbook. I understand the policy & procedures and know what's expected of me as a student of the Neighborhood Playhouse.

Student's Name, Print and Signature

Parent/Guardian Signature

Date