

The logo consists of a stylized 'N' and 'Y' intertwined, with a circle above the 'Y' containing a diagonal line.

# New York Performing Arts Academy

STUDENT HANDBOOK  
2021/22

## INTRODUCTION

Welcome to the New York Performing Arts Academy! You are among a select number of members who demonstrate the level of passion and commitment required for admission into the Academy programs. Your dedication each day to the discipline and hard work required by this training, in collaboration with your fellow members, will support your successful preparation for a professional career. We hope that you will be as proud of your work at The New York Performing Arts Academy as we are to have you collaborate with us.

Some of you are already accustomed to academic and artistic success. You may however be unprepared for the challenges you will experience at the New York Performing Arts Academy. If you find yourself confused or unsure about new ideas and experiences, please do not hesitate to ask questions. In many classes, there will be no "right" answers. If your first choice doesn't work, try something else. You can learn as much from experimenting and perhaps failing as you can from success. Risk-taking is an essential part of the arts.

Over the next year you will experience a broad range of work that will require you and your peers to put your abilities to the test. Respect your colleagues' work; be alert and sensitive to other members' needs. Take advantage of opportunities and the rich network of support from both instructors and staff.

The instructors and staff are highly experienced professionals who understand the challenges of a professional training program and who are willing to help members in every way possible. If you are having a problem, talk to the instructors and staff. They are all here to help you succeed in achieving your artistic and professional goals.

Welcome to the New York Performing Arts Academy.

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## **THE NEW YORK PERFORMING ARTS ACADEMY ADMINISTRATION**

### **Director**

The Director of the Academy is responsible for the central vision, implementation and coordination of all programs. The Director interacts with all members, instructors, and staff on a regular basis. For appointments, contact the Administrative Coordinator/Assistant to the Director.

### **Administrative Coordinator/Assistant to the Director**

The Administrative Coordinator/Assistant to the Director supports the Director of the New York Performing Arts Academy. If you need to speak with the Director of the Academy or make an appointment, contact the Administrative Coordinator/Assistant to the Director. The Administrative Coordinator/Assistant to the Director handles special event planning and administrative initiatives within the Director's office. The Administrative Coordinator/Assistant to the Head also manages the Welcome Desk.

## **ACADEMY COMMUNICATIONS**

### **E-MAIL**

Most communication on site is via e-mail. It is the member's responsibility to read their e-mail regularly in order to stay informed of all New York Performing Arts Academy activities and upcoming auditions.

Production work assignment notices, late changes to production work and rehearsal calls, and course-related information are communicated by e-mail.

Checking email on a regular basis is essential in the New York Performing Arts Academy.

### **INTERNET**

The New York Performing Arts Academy website [www.nyperformingartsacademy.org](http://www.nyperformingartsacademy.org) is a dynamic resource for all members, instructors, staff, and alumni, as well as for the wider community. The website highlights current Academy productions, events, and alumni activities. The website includes curricular information and is a valuable resource for all prospective and current members.

The website is updated often, so members are encouraged to check it regularly in order to stay informed.

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## **THE NEW YORK PERFORMING ARTS ACADEMY GENERAL POLICIES ATTENDANCE**

Attendance and punctuality for all classes, production work assignments and performance calls are mandatory. Attendance is understood to be an individual's presence and full participation for the entire time period assigned to the session. Punctuality involves sufficient time to be dressed in appropriate attire, with proper equipment, warmed-up and ready to engage fully in the activity at the beginning of the session.

The New York Performing Arts Academy fully supports the attendance and punctuality policies listed in all instructors and staff course syllabi. Members should know and conform to the policies stated in each course syllabus. While serious illness or injury may excuse a member from a class session or a production work call, excessive absences or lateness will call attention to the member's ability to keep pace with the training. Members experiencing personal or health issues that prevent attendance in class should immediately contact a staff member. Members unable to fulfill their production responsibilities should immediately contact their immediate production supervisor and the New York Performing Arts Academy Production Manager. If a member has recorded excessive absences, the instructors and staff reserve the right to impose an Academic Action, and/or determine future participation in the program at the end of the semester.

### **PRODUCTION "LATE NIGHT WORK" POLICY**

There are no excusable absences from classes due to late night work on productions.

### **NEW YORK PERFORMING ARTS ACADEMY EQUIPMENT**

New York Performing Arts Academy equipment is only to be used by members who have received direct permission from the instructors or staff responsible for that equipment. This includes (but is not limited to) vehicles, stage and shop equipment, tools, pianos, computers, scanners, printers, plotters, video and media equipment, sound equipment, etc.

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## **MATERIALS FEE**

The New York Performing Arts Academy provides a variety of printed materials used for classroom instruction, production schedules, notes and other production-related documents. In many cases, the Academy is required to pay royalties for the use of published works and/or copyright fees for reproducing materials that have copyrights. As the beneficiary of these materials, all full-time New York Performing Arts Academy members will be liable for a material fee each year. Members registered for off-site programs such as Study Abroad will not be charged the materials fee for that semester.

## **NEW YORK PERFORMING ARTS ACADEMY GRIEVANCE PROCEDURES**

***All grievance procedures are confidential.***

Any substantive concern or grievance should be addressed as follows:

1. Members should discuss the grievance with the instructors, staff, or member involved.
2. If a member feels the grievance has not been resolved, the member should bring it to the attention of his/her Administrative Coordinator for advice.
3. If the member still feels a satisfactory resolution has not been reached, the member should speak to his/her Director. (The member may put his/her grievance in writing although it is not required.)

## **PROFESSIONAL STANDARDS**

Members are expected to maintain a professional attitude at all times. This includes common courtesy both in and out of the classroom.

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## **CLASSROOM CONDUCT**

The New York Performing Arts Academy has the following expectations of members while in class:

- Punctuality at every class. Each instructor will determine any penalty for absence or excessive lateness.
- Responsibility for being in proper classroom attire at the beginning of class.
- Being respectful to an instructor, fellow members or the classroom space and equipment at all times.
- Refraining from the disruptive use of any electronic devices.
- No smoking in the classroom or the building.
- Refraining from bringing food and drink into the classroom or performance spaces at any time. Food and drink are permitted in other classrooms at the discretion of the instructor. If food and/or drink are allowed, cleaning up is mandatory.
- Restoring the room at the end of each session.
- Respect for the building: vandalism, graffiti, and theft are grounds for immediate dismissal from the New York Performing Arts Academy.
- Understanding that there is no photography, recording or broadcasting allowed of any kind without the permission of the Instructor.

## **REHEARSAL CONDUCT**

The New York Performing Arts Academy has the following expectations of members while in rehearsal:

- Reading the callboards daily. Stage Managers will inform company members of the particular location of the callboard for each production.
  - Being on time for every rehearsal.
  - Being in proper rehearsal clothing at the beginning of each rehearsal.
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- Being prepared and ready to work. Actors are required to bring scripts and pencils to record blocking, cues or notes.
  - Devoting full attention to the task at hand and following the directions of the director and stage manager.
  - Remaining quiet during rehearsal.
  - Standing by for cues and entrances at all times.
  - Being on time and courteous at any costume fitting.
  - Refraining from smoking in rehearsal rooms, backstage areas, theatres, or in costume. Please note the Academy policy on smoking.
  - Refraining from bringing food or drink into the theatres, backstage or eating while in costume. Food and drink in the rehearsal rooms is only allowed at the discretion of the director. If eating and drinking is permitted, clean-up is mandatory.
  - Restoring any rehearsal space to function for the daily New York Performing Arts Academy class schedule. This includes reporting broken or faulty equipment, returning furniture, door frames, props etc. to the original room, and the removal of all personal items and trash from the rehearsal room.
  - Understanding that rehearsals are workshop extensions of the curricular classroom work. Missing class because of rehearsal or performance- related activities is unacceptable.
  - Observing the New York Performing Arts Academy's zero tolerance policy on the use of alcohol and recreational drugs. Any member whose appearance or behavior suggests to a instructors or staff member that substance abuse may be involved will be immediately removed from the premises.
  - Refraining from leaving rehearsals for any reason without the permission of the Director and/or stage manager.
  - Understanding that there is no photography, recording or broadcasting allowed of any kind without the permission of the Director. The New York Performing Arts Academy Video Policy must be followed at all times.
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## PRODUCTION WORK CONDUCT

The New York Performing Arts Academy has the following expectations of members when registered for Production Symposium (production work):

- Reading the production work callboards daily. Member Production Managers will inform members of the production team of the particular location of the show's callboard.
  - To be on time in the shops, backstage, or in the theatre as required for every work call.
  - To dress appropriately for work in the assigned area. Production work heads will define what clothing is appropriate. Any production work member who is not dressed appropriately will be dismissed; this will be considered an unexcused absence for that call.
  - Coming prepared to take notes as required for every call.
  - Be prepared, ready to work, and devote full attention to the task at hand and to follow the directions of the production work head and shop staff. No production work member should leave their assigned work area without the express permission of their production work head.
  - Noting the Academy policy on smoking. No smoking is allowed in the building.
  - Understanding that food and drink in the shop is only allowed at the discretion of the production work head or shop staff. If eating and drinking is permitted, clean-up is mandatory.
  - Understanding that no one is permitted to eat or drink in the theatres.
  - Observing the New York Performing Arts Academy's zero tolerance policy on the use of alcohol and recreational drugs. Any member whose appearance or behavior suggests to an instructor or staff member that substance abuse may be involved will be immediately removed from the premises.
  - Refraining from the disruptive use of any electronic devices.
  - Understanding that there is no photography, recording or broadcasting allowed of any kind without the permission of the New York Performing Arts Academy Production Manager.
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- Understanding that production work members clean up their areas at the end of each call and cannot leave the theatre until being released by their production work head.

## **PERFORMANCE CONDUCT**

The New York Performing Arts Academy has the following expectations of members during Acting Symposium (performance):

- Understanding that performance is a class.
  - Being present and signed-in for all half-hour calls.
  - Notifying the Stage Manager as soon as possible and certainly before the half-hour call, if unable to reach the theatre on time.
  - Being warmed-up, made-up, dressed, and ready for cues and entrances at the beginning of each performance.
  - Taking proper care of and making no unauthorized changes to costumes, props, make-up, or any other production entity.
  - Maintaining the performance as directed.
  - Remaining completely quiet in all offstage areas. Shows in production must respect the backstage spaces of other productions in progress.
  - Returning props and costumes to their assigned storage places at the end of a performance.
  - Cooperating with the Stage Manager, Assistant Stage Manager, Musical Director, Dance Captain, Fight Captain, and all specialists assigned to a production. Any notes or concerns are to be addressed directly to the Stage Manager.
  - Understanding the Stage Manager is obligated to report any misconduct.
  - Actors and production work should notify the Stage Manager of any serious mistake or breach of professional conduct.
  - Noting Academy policy on smoking. No smoking is allowed in the dressing rooms,
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rehearsal spaces, backstage areas, or theatres.

- Understanding that no one is permitted to eat or drink in the theatres or backstage.
- Observing the New York Performing Arts Academy's zero tolerance policy on the use of alcohol and recreational drugs. Any member whose appearance or behavior suggests to a instructors or staff member that substance abuse may be involved will be immediately removed from the premises.
- Understanding that leaving a performance for any reason without the permission of the Director and/or Stage Manager is prohibited.

## **NEW YORK PERFORMING ARTS ACADEMY PROGRESSION OF TRAINING**

The New York Performing Arts Academy has developed a curriculum for each discipline. Members are required to take the courses in your program in the sequence prescribed. The curriculum is continuously reviewed and modified to provide the best experience for all members in the New York Performing Arts Academy.

## **CLASS ATTENDANCE**

Punctual attendance is expected for all classes. Excessive lateness or absence is cause for concern and will result in consequences particular to each course. If you have recorded excessive absences, your instructors will meet to discuss your future participation in the program. In the case of illness members are expected to keep staff informed.

## **ARRIVAL AND DEPARTURE FOR THE COURSE**

Members must attend classes on the first day of their scheduled course and continue to the last scheduled day of classes. Members are required to attend all scheduled classes, rehearsals, performances and production work calls. Classes, rehearsals, technical rehearsals, performances and production work calls recognize most, but not all, of the Academy's scheduled holidays. Members should not plan an early departure date. If an exception is to be considered, members are required to submit a request in advance to their Instructors and Assistant to the Director. Approval of any time off from the course is at the discretion of the Director of the Academy.

In exceptional circumstances, early arrival and departure for the course must be approved by the Director of the Academy.

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## **NEW YORK PERFORMING ARTS ACADEMY COURSE REQUIREMENTS**

New York Performing Arts Academy course requirements for completion are defined by each program.

Failure to meet the requirements will result in appropriate Course Action. Failure to meet final semester requirements will prevent members from obtaining course completion for any failed discipline.

### **COMPLETION REQUIREMENTS**

It is ultimately the members responsibility to ensure that all courses necessary for level completion have been successfully completed. The Academy resources, New York Performing Arts Academy Instructors and the Staff are available to assist, but cannot be held responsible for a member's failure to complete requirements for satisfactory completion. Members should consult the Instructors and Staff with any questions or concerns.

### **WITHDRAWAL FROM A COURSE**

A member wishing to withdraw from a course must start with the permission of their Instructors. If re- scheduling a required course for later in the year is not possible, you will not be allowed to withdraw. Failure to complete coursework and absenteeism are not acceptable reasons for withdrawing from a course. To drop a course after the published deadline, you must meet with the Assistant to the Director.

### **COURSE SUBSTITUTIONS**

Any proposed substitution from the required curriculum must be approved by the Assistant to the Director.

### **INDEPENDENT PROJECTS**

The instructors encourage member-driven work provided the independent project does not interfere with classes or production assignments. Members who wish to produce an independent project must contact the Assistant to the Director. Without New York Performing Arts Academy approval, Independent projects will not have access to the resources, facilities, or personnel of the New York Performing Arts Academy.

## **COURSE ACTIONS**

Members should be proactive with their instructors throughout the course to be sure they are making satisfactory progress in each discipline. At the end of the course, the instructors in each discipline review the progress for each member. Failure to demonstrate appropriate professional promise, falling behind in coursework can cause a member to be placed on a Course Action. The Course Actions are as follows:

- Warning
- Probation
- Final Probation
- Academy Suspension
- Drop from the Academy

The decision to impose a course action is first initiated by the New York Performing Arts Academy and then presented at the end of the course to the Course Actions Committee for confirmation. The course actions listed below do not follow a particular sequence. Any of the actions may be appropriately imposed at any time upon recommendation of the New York Performing Arts Academy and confirmation by the Course actions Committee.

All members on academic action may not carry academic overloads. Members on PROBATION are ineligible to work for the New York Performing Arts Academy, may not undertake independent studies, department sponsored internships or study abroad, and are ineligible for approved outside work or independent projects. Members on WARNING are also restricted in their involvement in these items but may negotiate very limited participation with their Instructors and the approval of the Assistant to the Director. All members on action are also strongly advised to evaluate time commitments to outside organizations, and to discuss any new commitments in advance with their Instructors.

In addition to the items listed above, members who fail to rectify course actions put their status for completion in jeopardy, as well as damage possibilities for ongoing instructors' recommendations.

Members on course actions are ineligible for New York Performing Arts Academy Awards.

## **WARNING**

Intention of the Action: Warning is intended to notify a member of unsatisfactory performance and to suggest that the member take steps to determine and correct the cause of the difficulty. It indicates a moderate concern on the side of the instructors for problems that are considered circumstantial and can be promptly rectified by the member.

A member may be issued a warning for failure to maintain professional standards in a required course; or insufficient evidence of serious application to the professional standards of the New York Performing Arts Academy. A warning action is intended to notify a member of unsatisfactory performance, and to suggest that the member take steps to determine and correct the cause of the difficulty.

## **PROBATION**

Intention of the Action: Probation is intended to notify a member of severe and/or continuous performance issues and to suggest that immediate steps are taken to correct the cause of the difficulty.

A member on probation may be required to improve scholastic and/or artistic standing to an acceptable level in order to be removed from the action. Unless significant progress is made the action will remain, could escalate to Final Probation, Suspension or Drop from the New York Performing Arts Academy.

## **FINAL PROBATION**

Intention of the Action: Final Probation is intended to notify a member of significantly poor performance issues and continued failure to meet the professional standards of the Academy. It indicates significant instructors concern about the members ability to rectify the causes of the problems.

For a member on Final Probation, in the next semester in residence, the member may not withdraw from any disciplines. If these expectations are not met, the member may continue on Final Probation, or depending on individual performance issues, the action could escalate to Suspension or Drop from the New York Performing Arts Academy.

## **ACADEMY SUSPENSION**

Intention of the Action: Suspension is intended to allow a member time to address or rectify any issues impeding affecting their performance and/or progress in the New York Performing Arts Academy.

An Academy Suspension is imposed if:

- a member is not making significant progress towards his/her course completion.
- The instructors feel that a member with the potential for success needs to address the issues impeding his/her artistic achievement while taking classes outside of the New York Performing Arts Academy.

The member is not permitted to take courses at the New York Performing Arts Academy for a period to be determined by the instructors within their discipline. In certain circumstances, conditions will apply to the Suspension. When the period of Suspension has ended, the member may be re-enrolled in courses if all the conditions of the Suspension have been satisfied.

### **DROP FROM THE NEW YORK PERFORMING ARTS ACADEMY**

Intention of the Action: Drop from the New York Performing Arts Academy removes a member from the Academy due to consistent and continuously poor performance. A Drop terminates a member's right to attend classes at the Academy. This DOES NOT relieve the member from completing the full financial obligation for the member's course amount.

The New York Performing Arts Academy imposes this action in the case of any member whose academic progress is considered insufficient.

A member who has been dropped from the New York Performing Arts Academy has the choice to accept and agree to the New York Performing Arts Academy's "RESET" Program. The "RESET" Program allows members to start their original course as a New Member after meeting with both the Assistant to the Director and Director to discuss member's trials and tribulations.

### **EXTRAORDINARY INTERVENTION**

There are rare occasions when extraordinary intervention is necessary. When a member is on a downward path academically, seriously struggling with multiple disciplines and the instructors see little chance for improvement; he or she may be advised to take a Leave of Absence. This is only done when the instructors feel that to continue would result in a series of extremely poor performance in those multiple disciplines for the course, likely resulting in the member being dropped from the New York Performing Arts Academy. Taking a Leave of Absence allows the member to maintain control of his or her academic mobility.

If a member chooses to take a Leave of Absence after an extraordinary intervention, they would return to the New York Performing Arts Academy on Academic Probation.



## **APPEAL PROCEDURE**

Members are free to appeal all Course actions through a letter to the Director.

## **WITHDRAWAL OR LEAVE OF ABSENCE**

A member who withdraws or takes a leave of absence from the Academy, at any time up to and including the last day of classes and excluding the final examination period, does so with the understanding that in some cases the Academy may choose to state the time at which or the conditions under which the member may be permitted to return.

Withdrawal or leave of absence requires that a member file a Withdrawal or Leave of Absence form with the Assistant to the Director, after securing the appropriate signature approvals. Returning from a leave of absence requires New York Performing Arts Academy approval through a Request for Return from Leave of Absence form. Members who withdraw or take a leave of absence understand that all financial obligations due and owing to the Academy will continue to be paid in a timely fashion during the withdraw or leave of absence.

Members should keep the following in mind when considering a Leave of Absence:

- Members in good standing in all disciplines and on no course action when taking the leave will be reinstated into the Academy at the point of training when they left.
- Members in poor standing or on course action who request a leave of absence will be required to re-audition and/or interview when the leave is up before being permitted to re- enter the Academy.
- Members who, due to illness or personal problems, need to take a Leave of Absence will be discussed on an individual basis. A member might be asked to repeat the incomplete course's study or, if their academic progress is excellent, be allowed to return and continue with their coursework.

## **NEW YORK PERFORMING ARTS ACADEMY VIDEO POLICY**

The New York Performing Arts Academy recognizes that it is important for members to maintain records of their work for professional advancement, both for their portfolio and for use in other ways to promote themselves in the profession. While the Academy maintains an archival record of each production that can be accessed by anyone in the Academy for up to a year, we realize that this may not adequately meet the current

needs of our members.

In order to satisfy the expectations of members in the digital age, members are allowed to video their own work under the following guidelines:

Any content that is captured must be for portfolio or other professional purposes only.

All rights issues and copyright laws must be followed. The Academy owns copyright to all material produced by the New York Performing Arts Academy. It should be noted the copyrights of many plays and musicals negate the possibility of any kind of reproduction without express permission of the copyright holder.

Video footage content is NEVER to be released, downloaded, recorded or otherwise made available for any purpose other than for personal promotion or for seeking work opportunities. The Academy retains the right to take legal action if this rule is not respected fully and completely.

The New York Performing Arts Academy has the right to videotape, photograph or otherwise record performance and/or material for educational and/or publicity purposes or in any manner.

In this digital age, it is impossible to control what happens to video or photographic content; therefore, the onus falls on the members to be responsible, follow professional behavior and be respectful of their peers. It is expected that any member in the New York Performing Arts Academy who creates and shows video and photographic work will do so with respect for all actors, designers and other members of a company including all staff, instructors and production personnel. It is assumed that none of this work will reflect badly on peers or the New York Performing Arts Academy in any way.