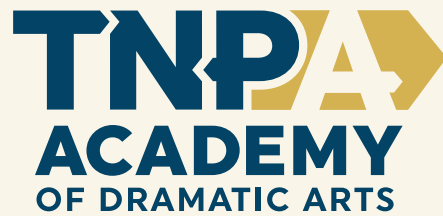
The background of the entire page is a photograph of a group of students in theatrical costumes performing on stage. They are all smiling and have their arms raised in celebration. The costumes are colorful and elaborate, including a green jacket, a patterned vest, a long brown fur coat, and a rainbow skirt. The stage is lit with warm, golden lights, and the ceiling is dark with small, glowing blue lights.

# TNPA ACADEMY OF DRAMATIC ARTS

STUDENT/FAMILY HANDBOOK



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# 1. Welcome from the TNPA Leadership Team

DEAR STUDENTS AND FAMILIES,

Welcome to The Naples Players Academy of Dramatic Arts (TNPA), where we believe in the transformational power of theatre and education working hand in hand. Thank you for joining us to learn more about this unique opportunity for your child. We are proud to introduce a program that is not only academically engaging and artistically rich, but that places each student at the center of their own story of growth, discovery, and purpose.

TNPA's Full-time Academic Program was built on a simple yet powerful idea: young people thrive when they are seen, supported, and challenged to express their fullest selves. This program combines accredited academic instruction with professional-level performing arts training, offering a daily rhythm that fosters both intellectual growth and creative expression.

Our team is here to support your family in exploring whether TNPA is the right home for your student. Whether they are driven by a love of the stage, want to experience a personalized learning environment, or desire to build confidence and community, we are excited to help them grow.

YOUR TNPA LEADERSHIP TEAM

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## 2. Mission & Vision

**MISSION:** *To build community through exceptional access to the power of theatre alongside an engaging and individualized academic experience.*

**VISION:** *The Naples Players Academy of Dramatic Arts envisions a learning environment where performing arts are an essential part of the educational experience. We promise to nurture creative, compassionate, and capable students who are equipped to thrive in an academic or professional setting they choose. Our vision is to be a model for how community-centered arts education can elevate student achievement, social connection, and emotional well-being.*

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## 3. About the Academy

The Naples Players Academy of Dramatic Arts builds on our existing TNP Academy, which will continue to offer after-school, weekend, and seasonal programs. The full-time program is designed for middle and high school students seeking a more immersive academic and artistic experience, and it is unique from other programs previously offered at TNP.

*We strive for:*

### Academic Excellence

Students complete coursework through Florida Virtual School (FLVS), supported by experienced

faculty on campus, personalized academic plans. This flexible model ensures that students can pursue a wide variety of academic pathways without limiting their opportunities.

### Integrated Arts Training

In-depth instruction in acting, directing, musical theatre, dance, voice, design, and technical production—taught by experienced, professional teaching artists.

### Creative Community

Students build confidence and leadership through collaboration, mentorship, and performance in a supportive environment.

## 4. Admissions & Enrollment

Enrollment is open to all students regardless of previous experience.

The process includes:

- Completion of an admission application
- Auditions for certain programs or roles
- Submission of required documents
- Downpayment towards tuition and fees

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## 5. Academic Programs & Curriculum

Programs are divided by age and experience:

- **Middle School** (Grades 6–8)
- **High School** (Grades 9–12)

Courses may include:

- Acting
- Dance
- Stage Management
- Piano
- Vocal
- Guitar
- Individual Vocal

Student progress will be assessed on an on-going basis and is evaluated through Performance Assessments on their demonstrated growth and participation.

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## 6. Student Code of Conduct

All students are expected to:

- Treat others with kindness and respect
- Arrive on time and prepared to engage in our community
- Take care of Academy property
- Uphold the integrity of the learning environment

## Anti-Bullying Policy

The Naples Players is dedicated to training young artists in the most positive and productive possible atmosphere and in the awareness that theatre is a uniquely group-based art form and that learning and growth in the performing arts relies upon the cooperation of the group. The Naples Players does not tolerate physical or psychological bullying in person or over email or social media, during or outside of programs. Bullying will be cause for immediate dismissal.

### Definition of Bullying:

Any repeated and targeted action that is intentionally used to make another person uncomfortable is considered bullying. This can be a physical action or a physical or virtual statement through words. If it is pointed, and hurts another person it will not be tolerated. We aim to create a safe and comfortable environment first and foremost for our students.

## Respect for Self, Space, and Others

Students of The Naples Players Education are expected to keep themselves in good performance health by getting enough sleep, eating enough, drinking water, and stretching and doing vocal warm-ups as needed. Students are expected to be thoughtful and considerate towards others by participating fully in all activities, refraining from giving other actors notes, encouraging their classmates and castmates, and making a concerted effort to be kind and inclusive of all members of our community. Students are expected to help take care of The Naples Players including leaving the entire facility neat and clean.

## ID Cards

Students will be given a Student ID Card at Student Orientation. This ID must be kept with the student at all times. It will provide door access to the approved spaces in the facility, serve as a method for paying for lunches, supplies, and allow faculty and staff to easily identify a TNPA student.

## 7. Attendance & Punctuality

Attendance is essential for a positive academic experience. Consistency is key to individual progress in the dramatic arts.

### Students must:

- Arrive on time and prepared to be an engaged member of the class
- Notify staff in advance of any absence
- Students are responsible for getting materials from instructors if classes are missed due to absences

## 8. Dress Code

### In class:

#### Clothing must

- Fully cover **the chest area** (including cleavage)
- Cover **the buttocks** completely, even when bending or moving
- Bring cover-ups or sweatshirts to wear over dance clothes

This policy applies to all students and is intended to ensure comfort and professionalism while still allowing for self-expression. If a student's attire does not meet these guidelines, they may be asked to change or modify their clothing.

### Rehearsals:

- Comfortable clothes that allow for movement (bring cover-ups or sweatshirts for moving about hallways)
- Sneakers, dance shoes, or other closed-toe shoes. No sandals, flip-flops, or Crocs.
- No visible underclothes or cleavage. No short-shorts.

## Hygiene

The nature of the performing arts means that students are in frequent physical contact, are in close proximity in rehearsal spaces and dressing rooms, and wear The Naples Players costumes. Students of TNPA should come to rehearsal neat and clean, with deodorant on, and demonstrate good physical and dental hygiene.

## 9. Health & Safety Guidelines

- Inform staff of allergies or medical conditions
- Students should not attend if sick or contagious. We want to keep our community safe and healthy.
- Take care of Academy property
- All injuries must be reported immediately to a faculty member or administrator
- Please confirm your emergency contact is accurate and up to date

## 10. Lunches, Snacks, & Food Policy

- Lunch options will be available to students. Parents will have the opportunity to put money onto a student's account for use in purchasing hot or cold lunches, snacks, drinks, basic school supplies, and even school branded clothing
- Students are permitted to eat snacks during Academic class time
- Students are responsible for cleaning up after themselves
- All injuries must be reported immediately to a faculty member or administrator
- Door Dash, Uber Eats or other delivery services **will not be permitted**



## 11. Use of Facilities & Equipment

### Students must:

- Treat all TNP Academy property with care
- Clean up after themselves
- Only use equipment with staff permission

### Student Lockers

Students will be assigned a locker at Student Orientation for their continued usage throughout the year – to store electronics, books, dance shoes, etc. Students will need to provide their own locks, or purchase one from TNPA.

- No food is allowed to be kept in lockers overnight; lunchboxes need to be taken home.
- Time will be designated at the end of each week to completely empty lockers. TNPA owns the locker and reserves the right to access the locker at any time.

## 12. Technology & Media Policy

### Laptops

- Student personal laptops will be used daily. Students are responsible for bringing their laptop each day and making sure it is charged. Our faculty can provide basic tech support.

### Cell Phones

- During Performance classes, cell phones may be required to record dance steps, vocals, etc. at the discretion of the instructor.
- During Academic class time, cell phones are expected to be out of sight to limit distraction, unless required for a specific task as outlined by your virtual instructor. If the phones become a distraction in both Academic and Performance class time, a conference with parents, teachers, and administrators may be necessary to discuss plans for improvement.

## Media Release

- Media release forms must be signed for promotional photos or videos

## 13. Disciplinary Policies

Consequences for violating policies may include:

- Parent/guardian meeting
- Suspension or dismissal from the program

### Tobacco, Vaping, and Alcohol Policy

Tobacco, vapes, alcohol, and other drug substances are prohibited on school campuses. The possession or use of any of the aforementioned products may result in disciplinary consequences, including dismissal from the program.

All disciplinary actions are documented. We prioritize restorative practices where appropriate.

## 14. Parent/Guardian Communication & Procedures

### Communication

We value strong relationships with families and believe that open communication is the key to a successful year. Information will be shared on multiple platforms to ensure families are kept up to date. We ask that you check your email and sportsYou App each day to ensure you stay informed.

Information is shared via:

- Email newsletters
- Remind messages or communication apps
- Parent meetings
- Our official website: <https://naplesplayers.org/tnpa>

For course-specific questions, email or schedule a meeting with the appropriate instructor.

(continued on next page)

## 14. Parent/Guardian Communication & Procedures (continued)

### Pick-up & Drop-off

Students will only be permitted to enter & exit the facility through the TNPA Entrance on 4th Avenue. This door will be staffed at all times – and students must use their ID cards to “check-in” and “check-out.”

### TNPA Visitors

Parent visitors to TNPA must check-in at the 4th Avenue Entrance and wear a visitor badge while on campus. It is important that all visitors check out so we are aware of who is on campus in case of an emergency.

### Who Do I Call?

If your child needs to be picked up early or you need to drop something off during the school day, parents can contact the education desk of the TNPA 4th Ave Entrance by calling: (239) 434-7340, Ext. 118.

As a secondary contact, you can contact TNP’s Box Office.

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## 15. Student Services & Support

### Asking for Help

Students are encouraged to ask for help when they are struggling. Please notify an instructor if a student is struggling with a role, choreography, FLVS courses, or anything else, and we will find a way for that student to receive support through tutoring or extra help.

### Volunteer Opportunities

The Naples Players provides opportunities for individuals of all ages to volunteer in various roles, including acting, building, costuming, stage management, and more. For more information, contact Pamela Larkin Caruso at [plarkincarus@naplesplayers.org](mailto:plarkincarus@naplesplayers.org).

## 16. Tuition, Financial Aid, & Withdrawal Policy

### Tuition

Parents will be able to simply contact or visit the Box Office to drop-off or make payments for tuition, lunches, etc. Tuition payments will be made quarterly. Monthly payments are due August 15/September 15, November 15, February 15, and April 15. We’re happy to work with families to ensure finances are never a barrier to participation.

### Financial Aid

Generous scholarships are available through The Brooks and Joan Fortune Family Foundation for all TNPA classes.

### Withdrawal Policy

Withdrawal notices must be in writing and received by the Chief Education Officer by August 1st. Any notifications following the August 1st deadline will require payment for the first trimester or 33% of obligated tuition. Notice of withdrawal received after the published first day of school the family will be responsible for 100% of the obligated tuition.

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## 17. Rights & Responsibilities

Students have the right to:

- Learn in a safe and supportive environment
- Express themselves artistically
- Be treated fairly and respectfully

Students are responsible for:

- Following all policies
- Engaging with a positive attitude
- Supporting their peers and instructors and The Naples Players community



## 18. Emergency Procedures

In the event of an emergency, students must follow staff instructions.

Procedures include:

- Fire drills and evacuations
- Severe weather protocol
- Lockdown and shelter-in-place drills
- Parent notification plans

Emergency exits and safety equipment are clearly marked throughout the facility.

## 19. Acknowledgment & Agreement Form

All students and their parent/guardian must sign an acknowledgment form verifying they:

- Have read the student handbook
- Understand the policies and expectations
- Agree to uphold the Academy's Code of Conduct

**Participation in classes and performances is contingent on this agreement.**



239-434-7340, Ext. 118 | [NaplesPlayers.org/TNPA](https://NaplesPlayers.org/TNPA)