

Student Handbook version 5.14

American Conservatory Theater
30 Grant Avenue, 7th Floor San Francisco, CA 94108 415.439.2400
www.actactortraining.org

STUDIO A.C.T.

PROFESSIONAL ACTOR TRAINING FOR ADULTS

Studio A.C.T. Director, <i>Nick Gabriel</i>	415.439.2486
Studio A.C.T. Associate, <i>Emily Hanna</i>	415.439.2444
Conservatory FAX.....	415.834.3210
Human Resources Administrator.....	415.439.2484
A.C.T. Box Office.....	415.749.2228
A.C.T. Library.....	415.439.2432

A.C.T STATEMENT OF PURPOSE

A.C.T. nurtures the art of live theater through dynamic productions, intensive actor training in our conservatory, and an ongoing dialogue with our audience and our community. We embrace our responsibility to conserve, renew, and reinvent the rich theatrical traditions that are our collective legacy, while exploring new artistic forms and new communities. Commitment to the highest standards informs every aspect of our creative work.

CONSERVATORY STATEMENT OF PURPOSE

A.C.T. seeks to develop the artist in every actor. We cultivate educated men and women of the theater with a critical sense who will energize and advance performance in America. Our training prepares actors to succeed in all aspects of the profession, but our primary goal is to prepare artists for a lifelong investment in the theater. Our curriculum combines rigorous training in the practical disciplines of acting with the study, rehearsal, and performance of classical and contemporary works drawn from the world repertoire. We believe that actors who have an intellectual and visceral grasp of dramatic literature, who recognize a relationship between new and classical work, are uniquely prepared to collaborate in the development of new dramatic forms.

Our association with the A.C.T. mainstage, as well as our geographical setting, enriches every aspect of our program, bringing students of many backgrounds into close and regular contact with writers, directors, designers, and actors of many theatrical traditions. It is through this exposure to professionals at work - and to their audience - that our students learn what drama means to the life of a community, and how the life of a community enriches its theater.

POLICIES and PROCEDURES

The policies and procedures of the Conservatory pertaining to Studio A.C.T. are contained in this handbook and in your *Letter of Agreement for Enrollment*. Further policies and procedures may be adopted during the year by the faculty and administration. They will go into effect as soon as they are publicized throughout the Conservatory.

STUDENTS WITH SPECIAL NEEDS

Students with special needs must notify the director of academic affairs in writing of their precise nature immediately after acceptance to the program. Upon notification, A.C.T., in compliance with the Americans with Disabilities Act, will then consider what reasonable accommodations may be necessary to meet those special needs.

CONSERVATORY OFFICE HOURS and BUILDING SECURITY

The Conservatory office is open 9:00 a.m. to 6:30 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday.

The Studio A.C.T. office is located in the Conservatory office and is open 10:00 a.m. to 6:00 p.m. Monday through Friday. These hours are subject to change.

The building hours change each week. All hours are subject to change. Please check the bulletin board for building hours. After 6:00 p.m. the elevators will only access the 8th floor, where an A.C.T. security guard will be stationed. If you encounter suspicious individuals who seem to be loitering in the building, please report them to the Conservatory office or the security guards. Also, please report all lost or stolen items to the office as soon as possible. (Please see Campus Security Policies and Procedures included in this handbook) Building regulations prohibit any loitering in the first-floor lobby areas. Please use the green rooms and balconies on the 7th, 8th, and 9th floors for lounging and visiting.

CONTACTING STUDIO A.C.T. ADMINISTRATION OR INSTRUCTORS

At your first class, you will be given a contact number to reach your instructor during the session. Please contact the Studio A.C.T. Associate at 439-2444 on matters concerning enrollment or tuition. The Studio A.C.T. Director may be contacted at 439-2486.

ENROLLMENT AND AUDITING OF CLASSES

No student may attend class without a signed *Letter Of Agreement For Enrollment*. Terms and conditions of enrollment in Studio A.C.T. are stipulated in this document. Studio A.C.T. does not allow auditing of classes.

STUDIO SPACE FOR REHEARSAL AND OUT-OF-CLASS WORK

A.C.T. does not provide studio space for rehearsal or out-of-class work. Students who come early to class may use the balconies on the 8th or 9th floors for rehearsal when available.

TRANSCRIPTS

For transcript requests; print and fill out the transcript form on the website at www.act-sf.org.

SATISFACTORY PROGRESS

In order to complete course work, students must complete each unit of study in a satisfactory manner. Indications of unsatisfactory progress may include irregular attendance, lack of commitment, and poor understanding of the training process. Decisions about enrollment in future courses and advancement to the next level of courses are made by the Studio A.C.T. Director in consultation with the faculty.

Attendance

You are expected to attend all scheduled classes and scheduled scene rehearsals with scene partners. Teachers take roll for each class. Absences are recorded daily and excessive absences will affect the student's final grade and future enrolment. Students are responsible for knowing the attendance rules for their course. This information can be obtained from the course instructor. After the first class, students are also responsible for informing the instructor and any scene partner(s) about possible absences.

Written Evaluations and Grading

Faculty members evaluate students' progress in written form once a session at mid-session. Mid-Session Evaluations cover attitude, punctuality, preparedness, professionalism, progress and aptitude, and include teacher recommendations for continued study. Students receive a final grade from the instructor at the final class. Grades are not mailed to students. They are available from the instructor after the final class or can be obtained by calling the Studio A.C.T. Associate at 439-2405. Grades are high pass, pass, low pass, or fail; Studio A.C.T. does not provide the option of incomplete grades. Students who receive a final grade of low pass in a course will be required to repeat the course before being allowed to enroll in the next level of courses.

Grading Guidelines:

High Pass	The student demonstrates and outstanding command of the skills taught in class and excels in his or her ability to master those skills. The student is always punctual, present, and prepared to work.
Pass	The student demonstrates a good command of the skills taught in class and consistently strives to progress. The student is regularly punctual, present, and prepared to work.
Low Pass	The student demonstrates rudimentary ability to grasp and apply the skills taught in class. The student is inconsistent in his or her ability to be punctual, present, and prepared to work.
Fail	The student is consistently unable to demonstrate the basic skills taught in class and makes little attempt to improve. the student is late, absent, and unprepared.

Change of Grade Procedure

All grades are considered final when assigned by a teacher at the end of the session.

A teacher may file a change of grade when the teacher has determined that a computational or procedural

(misinformation, omission of work) error occurred in the assignment of the original grade.

A grade assigned by a teacher may be questioned and clarified through consultation with the teacher of the course. Further appeal must be addressed in writing to the Studio A.C.T. Director. Grounds for such appeal are that the student has evidence or testimony that work was evaluated by criteria that do not directly reflect the student's performance of the course requirements. In such cases, the Studio A.C.T. Director will meet with the teacher and the student to seek clarification and resolution. The Studio A.C.T. Director's decision in matters of change of grade decisions is final.

Concerns regarding grades must be addressed within one session following the session in which the grade was originally assigned.

A.C.T. LIBRARY: The Allen C. Fletcher Theater Collection

The Allen C. Fletcher Theater Collection is located on the 7th floor. The hours are from 11:30 a.m. to 7:30 p.m. Monday through Thursday; 11:30 a.m. to 4:00 p.m. on Friday; and 12:30 to 4:30 p.m. on Saturday (hours subject to change). Materials are to be returned on time. Unpaid fines will result in a loss of privileges. We will not process transcript requests or authorize future enrollment in any Conservatory training program unless you are in good standing with the library.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT OF 1974, AS AMENDED

Annually, American Conservatory Theater informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the registrar's office. The registrar's office also maintains a Directory of Records, which lists all education records maintained on students by this institution.

ACADEMIC FREEDOM

(A) Faculty have the freedom to examine all pertinent data, to question all assumptions and to be guided by all relevant evidence. Teachers are entitled to freedom in the classroom in discussing their subjects, but teachers should be careful not to introduce into their teaching controversial matter that has no relation to their subjects.

(B) Faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties.

(C) Faculty are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special positions in the community impose special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and their institution by their expression. Hence they should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons.

GENERAL GRIEVANCE AND PROBLEM RESOLUTION

If you wish to resolve a problem, or if you have complaints concerning a class or program, you should first contact the teacher. You may also contact the director of academic affairs, the conservatory manager, or and the human resources manager for assistance in problem resolution. Requests for further action should be made in writing to the conservatory director, or program director, who may choose to convene a special meeting of the faculty to help resolve the complaint. Responses are made within 30 business days of receipt. Unresolved problems should be taken to the Director of Finance (or other designated Senior Team member).

An individual may contact the Bureau for private Postsecondary Education for review of a complaint. The bureau may be contacted at, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6924, Fax: (916) 263-1897,

WITHDRAWAL WITH REFUND POLICY

Refer to your *Letter Of Agreement For Enrollment* for withdrawal and refund policy procedure.

APPROPRIATE BEHAVIOR

All students in A.C.T. programs are expected to conduct themselves in a manner conducive to an environment of positive learning. Respect, courtesy, and care are mandatory. Being prepared and on time for all classes and rehearsals is required (See below, Standards for Student Behavior in Studio and Project Work). Breaches of common decency in behavior will be cause for immediate expulsion. Disciplinary problems are handled on a one-to-one basis by either a faculty member or the Studio A.C.T. Director.

STANDARDS FOR STUDENT BEHAVIOR IN STUDIO AND PROJECT WORK

- Stay in the room. Turn off electronic devices. Breaks are scheduled between classes and during rehearsal. In case of emergency, alert the teacher or director.
- Because the work is experiential, sequential, and cumulative in nature, attendance at all sessions is essential. Be on time and prepared to work.
- Respect, care, and courtesy are mandatory. All must work to maintain an atmosphere of focus, attention, and discipline. Learning occurs through observing as well as doing. All attention must be focused on the work at hand.
- You may not cause physical harm to anyone in the course of your work: not another participant, not staff, not yourself. Safety is imperative and everyone's responsibility.
- Actor training will stretch your boundaries. However, you are the author of your own training: you may say, "Stop," whenever you feel you do not want to pursue a particular line further. At the same time, challenging yourself and saying "yes" to your creative work, rather than saying "no", leads to growth.
- No electronic recording unless expressly permitted by the instructor.
- In order to insure the safety of all, students must alert teachers and directors of any physical limitations they have or medications they are taking that may impact their work.
- In actor training, all must be aware that respect and care apply to the treatment of the physical environment as well. Props, set pieces, furniture and costumes must be handled appropriately within the context of the play.
- Special procedures must be followed in the use of all firearms, weapons, fire, or dangerous substances.

NONACADEMIC STUDENT CONDUCT CODE AND DISCIPLINARY PROCEDURES

All students of A.C.T.'s conservatory are expected to observe commonly accepted standards of behavior, which include the "Standards for Student Behavior in Studio and Project Work" (above). As these standards are the fundamental basis of individual and group conduct at A.C.T., each student is responsible for understanding and following them while being a member of the conservatory.

The Conservatory may initiate disciplinary proceedings against any student if the Conservatory believes that the student's conduct violates these standards of behavior. These proceedings are internal to A.C.T.'s conservatory and are not to be construed as an extension of any external judicial system. Any student found to have violated the Nonacademic Student Conduct Code will be subject to the full range of sanctions set forth in Section C below.

A.C.T.'s Unlawful Harassment Policy (included in this handbook) covers complaints involving sexual and other unlawful harassment in employment and academic relationships under Title VII. The Conservatory director has designated authority to the Director of Academic Affairs to serve as Coordinator of Student Discipline and to implement processes for the administration of nonacademic discipline on campus.

Section A: Definitions

1. As used in the Procedures, the term "campus" means any and all facilities in which A.C.T. conducts operations.
2. As used in the Procedures, the term "student" means any person matriculating in A.C.T.'s Studio A.C.T., Summer Training Congress, and Master of Fine Arts Program.
3. As used in the Procedures, the term "behavior" includes conduct and expression, or omission thereof.
4. As used in the Procedures, the term "community" means A.C.T. Trustees, academic and nonacademic personnel, students, and other persons while such persons are on campus property or at a campus function.
5. As used in these Procedures, the term "Program Director" means the appropriate program head (i.e., Studio A.C.T. Director, Conservatory Director, Summer Training Congress Director).
6. As used in these Procedures the term "complainant" means the member of the Conservatory community who initiates a complaint against another member of the Conservatory community.
7. As used in these Procedures, the term "respondent" means the member of the Conservatory against whom a complaint has been initiated.
8. As used in the Procedures, the term "working day" means any day during the year other than a Saturday, Sunday, or holiday of A.C.T.

Section B: Offenses

The following behavior may be the basis for a complaint against a student. Although A.C.T.'s Conservatory has listed the types of behaviors that are most common in educational settings, A.C.T.'s Conservatory is not limited to the behaviors included in this Section B and may initiate disciplinary proceedings for behaviors which are not included herein.

1. Furnishing false information to A.C.T. with the intent to deceive.
2. Forgery, alteration or misuse of A.C.T. documents, records or identification card.
3. Physical or mental abuse of another person in or on A.C.T. property or at A.C.T. functions.
4. Verbal or sexual harassment of another person in the A.C.T. community (See "Unlawful Harassment").
5. Rape, including acquaintance rape and date rape (See "Unlawful Harassment").
6. Malicious destruction, damage or misuse of A.C.T. property, including library materials, or of private property on campus.
7. Theft.
8. Possession, use, or furnishing of illegal drugs on A.C.T. property or at A.C.T. functions.
9. Possession or use of alcohol by a minor (under 21 years of age) or furnishing of alcohol to a minor.
10. Disorderly conduct, such as disruption of the administrative process, classes, performances or A.C.T. functions.
11. Unauthorized possession or use of explosives, dangerous chemicals, or weapons on A.C.T. property or at any A.C.T. function, including but not limited to (a) any firearm, (b) any dangerous knife, (c) tear gas weapons or harmful self-defense chemicals without permit.
12. Engaging in lewd, indecent, or obscene behavior on A.C.T. property or at A.C.T. functions.
13. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or probation pursuant to this section.
14. Plagiarism and/or other infringements of academic honesty.
15. Failure to appear before an A.C.T. official when directed to so do.
16. Failure to repay debts or return A.C.T. property.
17. Unauthorized entry or use of A.C.T. property, including unauthorized use or duplication of A.C.T. keys.
18. Any other action which is harmful to A.C.T. and its personnel or students.

Section C: Sanctions. The following sanctions may be imposed exclusively or in combination by the Program Director.

1. Warning Written reprimand for violations of specified Conservatory policies or regulations, including notice to the

student that continued or repeated violations of specified Conservatory policies or regulations may be cause for further disciplinary action, including probation, suspension, dismissal or expulsion.

2. Probation A period of time specified for observing and evaluating a student's conduct, with or without special conditions. Further violations while on probation may result in more severe disciplinary action, including suspension, dismissal, or expulsion. Probation will be imposed for a specific period of time, and the student is considered removed from probation following reevaluation and the period of time expires.
3. Suspension Termination of student status for a specified period of time. Suspension includes the assumption that the respondent must meet specific conditions, outlined in writing at the time of the Suspension, in order to return to student status. Violations of the terms of Suspension may be cause for further disciplinary action in the form of dismissal or expulsion.
4. Dismissal Termination of student status for the term of the session. Students wishing to enroll in future sessions must re-apply.
5. Expulsion Termination of student status. Expulsion from A.C.T.'s Conservatory includes the assumption that the student will not be readmitted.
6. Other Disciplinary Sanctions
 - a. Denial of Access Exclusion of a student from specified areas of campus. A student who willfully and knowingly enters areas of campus to which access has been denied may be guilty of a misdemeanor pursuant to California Penal Code Section 626.2. In the case of Suspension, such entry may be grounds for further disciplinary action in the form of expulsion.
 - b. Restitution Reimbursement for damage to or misappropriation of property belonging to A.C.T. or any other person on the campus. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages.
 - c. Counseling In cases involving drug or alcohol abuse or other proscribed behavior, the student may be referred to an appropriate counselor for assessment and treatment.
 - d. Violations of the terms of Other Disciplinary Sanctions may be cause for further disciplinary action in the form of suspension or expulsion of student status.

Section D: Interim Suspension

1. The Program Director may immediately impose an interim suspension where there is reasonable cause to believe that it is required to protect personal safety or property and to ensure the maintenance of order.
2. A student placed on interim suspension shall be given prompt notice of the charges and the opportunity for a hearing within three (3) working days following the imposition of the suspension. The hearing shall be held pursuant to the provisions of Section D of these procedures.
3. During the period of the interim suspension, the student shall not, without prior written permission of the Program Director, enter any A.C.T. facilities so designated other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.
4. If requested in writing by the student within two (2) working days following the imposition of the suspension, a hearing will be held to determine whether continued suspension pending a disciplinary hearing is required to protect personal safety or property and to ensure the maintenance of order. This hearing may also serve as a disciplinary hearing in accordance with the procedures outlined under Section E below, provided proper notification has been given.

Section E: Procedures

A copy of disciplinary procedures may be obtained by contacting the Director of Academic Affairs at 439-2412.

RE-ENTRANCE FOLLOWING WITHDRAWAL OR DISMISSAL

Students who withdraw or are dismissed from the program MUST re-interview and readmission can occur only at the beginning of the next session.

UNLAWFUL HARASSMENT & DISCRIMINATION

A.C.T. is committed to providing a work and learning environment free of unlawful harassment and discrimination. Company policy prohibits sexual harassment, and harassment and/or discrimination based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, gender, gender identification, genetic characteristics, sexual orientation, family responsibility, or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment and discrimination is unlawful. A.C.T.'s anti-harassment policy applies to all persons involved in the operation of the company, including employees, students, clients, vendors, and contractors, and prohibits unlawful harassment or discrimination by any employee or student of A.C.T., including supervisors, faculty, and coworkers.

Prohibited unlawful sexual harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory or sexually-oriented posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work.
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- Retaliation for having reported or threatened to report harassment.
- Use of any A.C.T. equipment, software, or other media in an act of harassment.

Disciplinary actions, up to and including expulsion, will be strictly enforced. If you are harassed or discriminated against in any way, please notify the human resources manager (Kate Stewart, 415.439.2484), the director of academic affairs (Jack Sharrar, 415.439.2412), or the conservatory manager (Hannah Cohen, 415.439.2405) immediately (see "Informal and Formal Complaint Procedures", p. 26). The situation will be investigated and kept in strict confidence. A.C.T. is committed to providing a safe, comfortable environment for all students, faculty, and staff. Every effort will be made to resolve any complaints immediately. In the case of sex offenses, incident reports must be filed and the police notified as outlined in "Reporting Crime Incidents" (see p. 47)—see also the "Sexual Assault Policy" below.

In addition, the conservatory defines sexual harassment as follows, in accordance with Section 212.5 of the Education Code of the State of California. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or creating an intimidating or hostile and offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the educational institution.

ANTI-HAZING POLICY

Hazing is any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any

form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities; the wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, policy and regulations of A.C.T., or applicable state and national law. The use of hazing by A.C.T. students or employees is prohibited whether on or off A.C.T. premises. Violations are subject to the "Nonacademic Student Conduct Code and Disciplinary Procedures". Alleged violations should be reported immediately to human resources or the conservatory administration.

WORKPLACE BULLYING

Workplace or school bullying may be defined as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment", including during school.

All employees and students deserve to be treated with dignity and respect. The purpose of this policy is to communicate to all employees and students, including supervisors, managers and executives that A.C.T. will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including dismissal/termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual which is important. A.C.T. considers the following types of behavior examples of bullying:

- **Verbal Bullying:** slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property
- **Gesture Bullying:** non-verbal threatening gestures, glances which can convey threatening messages
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace or school:

- Persistent singling out of one person
- Shouting, raising voice at an individual in public and/or in private
- Using verbal or obscene gestures
- Not allowing the person to speak or express him/herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Ignoring/interrupting an individual at meetings
- Public reprimands
- Repeatedly accusing someone of errors which cannot be documented
- Deliberately interfering with mail and other communications
- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard a supervisor's instructions
- Manipulating the ability of someone to do their work (e.g. overloading, underloading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)

A.C.T. encourages all employees and students to report workplace/school bullying. Any reports of workplace/school bullying will be treated seriously and investigated promptly, confidentially and impartially. Managers and supervisors must ensure that employees or witnesses who make complaints are not victimized.

TITLE IX COMPLIANCE

A.C.T.'s Title IX coordinator is Jennifer Zilberstein, *Human Resources Manager* (jjilberstein@act-sf.org); 415-439-2484.

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, A.C.T.'s Title IX Coordinator has primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of A.C.T., as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinator oversees A.C.T.'s response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so A.C.T. can address issues that affect the wider school community.

A student should contact the Title IX Coordinator or Deputy Title IX Coordinator(s) in order to:

- seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- file a complaint or make a report of sex discrimination, including sexual misconduct,
- notify A.C.T. of an incident or policy or procedure that may raise potential Title IX concerns,
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and
- ask questions about the College's policies and procedures related to sex discrimination, including sexual misconduct.

SEXUAL ASSAULT POLICY and VIOLENCE AGAINST WOMEN ACT (VAWA)

"Perhaps most important, we need to keep saying to anyone out there who has ever been assaulted: you are not alone. We have your back. I've got your back."—President Barack Obama, January 22, 2014

A.C.T. recognizes that a sexual offense is a serious crime. Sexual assaults include rape, sexual battery, and corruption of a minor, gross sexual imposition, voyeurism, and public indecency. Sexual offenses, whether committed by a stranger, friend, or steady dating partner, are criminal offenses subject to prosecution under the law. Furthermore, these acts are punishable under the Conservatory's "Nonacademic Student Conduct Code and Disciplinary Procedures."

Consent

"At A.C.T., only "yes" means "yes." Any sexual encounter requires affirmative consent. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Nor will the person(s) accused of a sexual offense be excused on the grounds of recklessness, being under the influence of alcohol or drugs, or that the accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented. Furthermore, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances: (A) The complainant was asleep or unconscious. (B) The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity. (C) The complainant was unable to communicate due to a mental or physical condition.

Policy

The sexual assault policy applies to A.C.T. faculty, staff, and students involved in any employment or academic relationship (or both) at A.C.T. This policy is enforced by internal disciplinary procedures with sanctions up to and including termination for employees or expulsion for students.

Sexual offenses should be reported as soon as possible after the offense occurs. During regular conservatory business hours (M–F, 9 a.m.–6 p.m.), students should report sex offenses to the director of academic affairs or human resources manager. During evenings, nights, or weekends, sexual offenses should be reported to an A.C.T. official if available or the security guard on duty.

Victims are encouraged to notify local law enforcement authorities. At the victim's request, A.C.T. officials will assist the victim with the report to local law enforcement authorities. It is important to understand that reporting the incident does not obligate the victim to press charges. Victims are encouraged to not dispose of evidence that may be necessary to prove criminal sexual assault.

Under the Violence Against Women Act (VAWA), schools are required to report incidents of domestic violence, dating violence, and stalking, according to the following definitions:

1. "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
2. "Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
3. "Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Bystander Intervention

To prevent gender-based violence, it is important that people are approached as potential witnesses or bystanders to behaviors related to sexual or dating violence. If you witness these behaviors, there are certain ways you can step up to prevent a risky situation from getting worse.

In order to intervene, first someone has to:

1. **Notice the incident:** Bystanders first must notice the incident taking place. It's important to become attune to what situations may be risky; i.e., if you're at a party, and you see someone stumbling as they're being led into a different room, this is a risky situation.
2. **Interpret the incident as emergency:** By "emergency," we mean a situation wherein there is risk of sexual or domestic violence occurring in the near future.
3. **Assume responsibility for intervening:** It has been found that often, people believe that someone else will help in a situation where there are many people around. However, it is important to realize that others may also be thinking the same thing. If you're unsure if you should do something, ask a friend what they think—it might be the case that they've been thinking the same thing.
4. **Have the bystander intervention skills to help:** There are a number of different techniques that someone can use to intervene in a risky situation, some of which we've listed below.

Bystander Intervention Techniques (the 4Ds)

Please remember that your safety is of the utmost importance. When a situation that threatens physical harm to yourself or another student, ask someone for help or contact an A.C.T. administrator or staff person.

1. **Direct:** Step in and address the situation directly. This might look like saying, "That's not cool. Please stop." or "Hey, leave them alone." This technique tends to work better when the person that you're trying to stop is someone that

knows and trusts you. It does not work well when drugs or alcohol are being used because someone's ability to have a conversation with you about what is going on may be impaired, and they are more likely to become defensive.

2. **Distract:** Distract either person in the situation to intervene. This might look like saying, "Hey, don't you have rehearsal tomorrow?" or "Who wants to go get pizza?" This technique is especially useful when drugs or alcohol are being used because people under the influence are more easily distracted than those that are sober.

3. **Delegate:** Find others who can help you to intervene in the situation. This might look like asking a friend to distract one person in the situation while you distract the other ("splitting" or "defensive split"), asking someone to go sit with them and talk, or going and starting a dance party right in the middle of their conversation. If you didn't know either person in the situation, you could also ask around to see if someone else does and check in with them. See if they can go talk to their friend, text their friend to check in, or intervene.

4. **Delay:** For many reasons, you may not be able to do something right in the moment. For example, if you're feeling unsafe or if you're unsure whether or not someone in the situation is feeling unsafe, you may just want to check in with the person. In this case, you can combine a distraction technique by asking the person to use the bathroom with you or go get a drink with you to separate them from the person that they are talking with. Then, this might look like asking them, "Are you okay?" or "How can I help you get out of this situation?" This could also look like texting the person, either in the situation or after you see them leave and asking, "Are you okay?" or "Do you need help?"

Bystander intervention resources

Step Up: <http://www.stepupprogram.org> <http://stepupprogram.org/topics/>

Men Can Stop Rape: <http://www.mencanstoprape.org/Theories-that-Shape-Our-Work/bystander-intervention.html>

Informal Complaint Procedure

- a) The complainant has up to 180 days after the alleged incident(s) to make a complaint.
- b) The complainant may meet informally with the director of academic affairs or the human resources manager, or
- c) The complainant may choose to discuss the complaint with the person accused, with the option of having the director of academic affairs or the human resources manager present, or
- d) At the request of the complainant, the director of academic affairs or the human resources manager may choose to discuss the complaint with the accused, or
- e) The complainant may file a formal complaint.

Formal Complaint Procedure

- a) A complainant's formal complaint of unlawful sexual harassment/assault must be submitted in writing to the human resources manager within 190 days of the alleged incident(s). A notice that a complaint has been received will be given to the appropriate program director. A copy of the complaint will be given to the accused. Personal information about the victim and alleged perpetrator will remain confidential, insofar as it does not interfere with A.C.T.'s right to investigate allegations of misconduct and take corrective action where necessary.
- b) Following the filing of the formal complaint, the human resources manager will conduct a formal investigation. The human resources manager shall disclose any real or apparent conflict of interest or biases related to the parties to the Director of Finance (or other designated Senior Team member). If the human resources manager is unable to fulfill the duties of investigator, the Director of Finance (or other designated Senior Team member) will appoint a new investigator.
- c) To the extent possible, the proceedings will be conducted in such a way as to protect the confidentiality of all parties while affording the accused a full opportunity to respond to the allegations.
- d) Within 60 working days of the filing of a formal complaint, the investigator will issue findings and a recommendation to the appropriate program director. The recommendation may include disciplinary or dismissal action.
- e) The appropriate program director will inform the parties promptly.

- f) In the event that the investigation's findings do not support the complainant's accusations and no sanctions are recommended, the investigator will retain files but they will not enter any student or personnel records—nor will any reference to the investigation appear in any other permanent record.
- g) Should violation of A.C.T.'s sexual assault policy be found and sanctions imposed, a record of such sanctions or disciplinary action taken as a result of such findings shall be made part of the accused's permanent files.
- h) If the decision is unacceptable to the accused or the complainant, each may appeal.

An appeal to the decisions resulting from a formal complaint of sexual harassment or assault shall be conducted in accordance with the "Nonacademic Student Conduct Code and Disciplinary Procedures" that are hereby incorporated as part of the Sexual Assault Policy by reference. Both the complainant and the accused shall be notified of the outcome of any campus disciplinary proceedings pursuant to an alleged incidence of sexual assault.

Just as the rights of those who experience sexual harassment or assault must be protected, A.C.T. protects the rights of those accused of sexual harassment or assault, and all parties to the investigation will be treated with discretion and respect, in accordance with A.C.T.'s policy on privacy and confidentiality.

An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

Students who are victims of sexual assault are strongly encouraged to seek counseling from a mental health professional either through the human resources manager or other community resources, such as San Francisco Rape Treatment Center (415.821.3222) or SF Women Against Rape (415.647.7273). The human resources manager (415.439.2484) maintains lists of additional counseling services in the community for victims of sexual offenses and will provide such information upon request.

- National Sexual Assault Hotline: 1.800.656.4673 / #1
- San Francisco Women Against Rape Crisis Line: 415.647.7273 <http://www.sfwar.org/ci.html>

A.C.T. shall endeavor to make alternate academic arrangements for victims of sexual offenses if the need for alternate academic arrangements is precipitated by the sexual offense. Such requests should be directed to the director of academic affairs, who takes them to the program director in order to determine whether the alternate academic arrangements are reasonably available.

In accordance with the campus security policy, A.C.T. shall make timely reports to the A.C.T. community of sexual offenses on campus that are considered a potential threat to students and employees. Such reports shall be intended to increase awareness among the A.C.T. community in an effort to prevent similar occurrences of such crimes.

The conservatory organizes workshops for students and faculty and provides materials to students to promote awareness of rape, acquaintance rape, domestic violence, dating violence, stalking and other sexual offenses.

Not Alone and A.C.T.'s Sexual Assault/VAWA Presentation

Information for students, schools, and anyone interested in finding resources on how to respond to and prevent sexual assault on college and university campuses and in our schools. Click explore on the "Not Alone" link below to find a crisis service, learn more about your rights and how to file a complaint, and view a map of resolved school-level enforcement activities. Click on the "prezi" link for A.C.T.'s presentation on Sexual Assault/VAWA information.

<https://www.notalone.gov/>
http://prezi.com/onsa0m3r5cdl/?utm_campaign=share&utm_medium=copy&rc=ex0share

Amorous or sexual relationships between faculty or staff and a member of the A.C.T. community for whom they have teaching, evaluative, advocacy, counseling, advising or supervisory responsibilities are unacceptable, even if the parties involved view such a relationship as consensual.

A.C.T. will regard such behavior as unprofessional, unacceptable and potentially subject to reprimand or disciplinary procedures. A.C.T. expects faculty and staff to refrain from such relationships with students.

Any supervisor who is aware of a faculty or staff member who has such a relationship shall take action to remove that individual from his/her position of responsibility or otherwise resolve the problem, beginning with informal steps to resolution, to prevent and correct problems stemming from amorous or sexual relationships. If informal steps for resolution are unsuccessful, the matter will be pursued via the formal corrective action or complaint process listed in the sexual harassment complaint procedures.

POLICY ON NUILITY IN CONSERVATORY WORK

Nudity, to any extent, during a performance may be permitted if it is essential to the logic and artistic integrity of the play, but it may not be gratuitous. Student actors cannot be required to perform nude. A student actor may choose to discuss the question of nudity with his or her faculty advisor, the conservatory manager or human resources manager, before making a decision about whether to appear nude or not. A student actor's refusal to perform nude will not affect, negatively or positively, his or her final grade, or lead to other negative consequences. On the other hand, a student actor's wish to appear nude, if supported by the logic of the play and the director's interpretation, will also be respected. All issues of nudity in rehearsals and performances must be approved by the conservatory director, or in her absence, by the conservatory producer. The conservatory director is the final arbiter of taste and adherence to conservatory policy.

Nudity in the Rehearsal Process (in accordance with Equity rules)

- No persons other than the director, production stage manager, and student actors required with the scene(s) containing nudity, will be allowed in the rehearsal room during rehearsal of said scene. This rule pertains to when actual nudity is being used and not when student actors are using rehearsal clothing to simulate nudity.
- No filming or photography of nudity is allowed.

Nudity in Student Devised Work

Where students are devising their own work, the entire group must discuss the logic and artistic merits of nudity with the supervisor/director of the activity. Should the development of devised work lead to nudity in the final script, the director of the devised work must gain the permission of the conservatory director before beginning rehearsal. A student actor's refusal to perform nude should be respected by the group and will not affect his or her final evaluation/grade, or lead to other negative consequences. On the other hand, a student actor's wish to appear nude must also be respected. The policy on "Nudity in Rehearsals", above, shall apply to devised work.

PHOTO/VIDEO POLICY

The conservatory reserves the right to photograph, videotape, and audio record all conservatory productions. All videos and photos remain the property of A.C.T. and may be used as A.C.T. deems appropriate. Express permission of the performers and other artists involved is not required. No filming or photography of nudity is allowed.

No unauthorized photos, videotapes, or audio recordings by any means of any conservatory production/classes may be made by anyone—including staff, directors, designers, production personnel, students, or faculty. Conservatory productions include all work done in studio, off-site, cabaret, classroom, or Showcase. Designers are allowed to personally photograph (not videotape) their sets, props, costumes, and lights during the photo dress rehearsal. No photos may be taken during a performance. *Only the conservatory director or the conservatory manager may authorize the taking of photos, videotapes, or audio recordings.*

SUBSTANCE ABUSE/DRUG-FREE POLICY

A.C.T. is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the coursework and the workplace. Use of these substances whether on or off the job can adversely affect a student's and employee's work performance, efficiency, safety and health and therefore seriously impair the student's value to A.C.T. In addition, the use or possession of these substances in coursework or on the job constitutes a potential danger to the welfare and safety of other students and employees and exposes A.C.T. to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all students and employees either on Company property or during course/work hours.

The following are strictly prohibited by A.C.T.:

- Being intoxicated while on the job or in coursework.
- Driving a Company vehicle while under the influence of alcohol.
- Distribution, sale or purchase of an illegal or controlled substance while in school or on the job.
- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while in school or on the job.

The only exceptions to this policy are Company-sponsored events where alcoholic beverages are provided or are available for purchase (see "A.C.T.'s Alcohol and Drug-Free Schools program below). However, in these situations, your consumption of alcohol should be reasonable under the circumstances, and you are expected to comply with all rules prohibiting unlawful sexual harassment and other forms of unlawful harassment.

Violation of the above rules and standards of conduct may be grounds for immediate disciplinary action, up to and including dismissal. A.C.T. also may bring the matter to the attention of appropriate law enforcement authorities.

The use or possession of unprescribed amphetamines or barbiturates, narcotics, cocaine, LSD, marijuana, or other hallucinogenic agents is a violation of state and/or federal laws (complete information is available in the office of the director of academic affairs). A.C.T. does not condone the unprescribed use or possession of any of the above agents. Substance abuse in any form—be it drugs or alcohol—will not be tolerated. The conservatory stands ready to provide information, counseling, and referral with complete confidentiality for students with questions or problems in this area. Students who do not respond to our counseling and continue to abuse drugs and/or alcohol are subject to disciplinary actions, up to and including expulsion (see the "Nonacademic Student Conduct Code" above, starting on p.15, for additional information).

A.C.T.'S ALCOHOL and DRUG-FREE SCHOOLS PROGRAM

Alcohol Policy

Possession or consumption of alcohol on campus is permitted on the following two conditions:

- in the privacy of one's administrative or faculty office by those of legal drinking age
- at authorized A.C.T. events.

Otherwise, possession or consumption of alcohol is prohibited.

Alcoholic beverages may not be sold at student-sponsored events on a retail basis on A.C.T. property or served at student-sponsored events held on campus where any of the participants are under the age of 21. Students participating in unauthorized student activity at which alcohol is consumed will be subject to disciplinary procedures. (See also "Nonacademic Student Conduct Code and Disciplinary Procedures" above.)

The following guidelines must be adhered to at all A.C.T. functions serving alcohol:

1. An event form, available from the conservatory associate must be completed whenever alcohol is proposed as

part of any event or activity. The executive director must approve the use of alcohol at events where students are expected to attend. In all cases, a member of the staff or faculty must agree to be present throughout the entire event to supervise the activity and ensure adherence to this policy. The executive director must also approve the use of alcohol when a faculty or staff member is sponsoring the event or activity.

2. Alcoholic beverages served at approved official functions must be purchased and brought onto campus by authorized personnel only.

3. Only a staff or faculty member (or individual hired for this purpose) may be designated to serve alcohol. Bartenders must be over the age of 21. Alcohol must be attended at all times.

4. No alcohol shall be served to individuals who are under 21 years of age. Identification with proof of age is required, and alcohol will be denied to individuals that cannot provide such identification.

5. At any event other than a small gathering, a sign must be prominently posted stating that no one under the age of 21 may be served alcohol and that "drinking distilled spirits, beer, coolers, wine, and other alcoholic beverages during pregnancy can cause birth defects" (which may be shortened to "beer, wine, and other alcoholic beverages during pregnancy can cause birth defects" when beer and wine is served). At a small gathering, a verbal announcement must be made regarding the above.

6. Alcohol shall only be served along with an appropriate amount of non-alcoholic beverages. Alcohol must also be accompanied by an appropriate amount of food.

7. No alcohol shall be served to persons who are intoxicated. Security guards may be called to remove intoxicated individuals who are causing a disturbance from the premises.

8. For events lasting more than three (3) hours, the distribution of alcohol shall cease at least one half-hour before the scheduled end of the event.

9. The serving of alcoholic beverages cannot be included in any advertisement for the event.

10. The supervisors of the event where alcohol is being served must arrange for adequate security where appropriate.

11. All alcohol containers must be cleaned up and removed from the public areas at the close of the event.

DRUG PREVENTION PROGRAM

A.C.T., in conjunction with the directive of the U.S. Department of Education as set forth in 34 CFR, part 86 to maintain and run drug-free schools and campuses, has established the following drug prevention program:

I. A.C.T. Student Conduct Code: Drug and Alcohol Policy

A. Drugs: Unlawful possession, use, or distribution of illicit drugs by students or employees on the property of A.C.T. or at any A.C.T. activities is prohibited.

B. Alcohol: See Alcohol Policy.

II. Disciplinary Sanctions for Violations of A.C.T. Student Conduct Code: Drug and Alcohol Policy

A. Illegal use of drugs and alcohol at A.C.T. is prohibited. Disciplinary sanctions for violation of the Drug and Alcohol Policy include written warning, censure, loss of privileges, and exclusion from areas and activities, restitution, interim suspension, exclusion from certain campus or building areas, suspension, and/or dismissal.

III. Health Risks Associated with Use of Illicit Drugs or Alcohol Abuse

A. Drugs: See Appendices C and D.

B. Alcohol: Alcohol consumption causes a number of marked changes in behavior. Even small amounts significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate consumption of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high consumption of alcohol causes marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

IV. Available Drug or Alcohol Counseling: Treatment/Rehabilitation Programs, Drugs and Alcohol Education

A.C.T.'s Director of Academic Affairs and Human Resources Manager can provide information and services for substance abuse and recovery issues.

Information and Crisis Intervention

- National Council on Alcoholism Education: Bay Area, 415.296.9900
- Drug & Alcohol Abuse Hotline, 415.362.3400
- Alcohol Helpline, 800.252.6465 (24-hour phone)
- Alcoholics Anonymous, 415.621.1326 (free self-help support meetings; call for meeting locations)
- Cocaine Anonymous, 415.821.6155
- Haight Ashbury Free Clinic, Alcohol Treatment Services, 415.487.5634 (support groups and counseling; donations greatly appreciated)
- IRIS Center, 415.864.2364 (women's counseling and recovery services; sliding-scale fees and MediCal)
- Narcotics Anonymous, 415.621.8600 (free self-help support meetings for addicts and their families)
- National Council on Alcoholism and Other Drug Addictions: Bay Area, 415.296.9900
- California Poison Control, 800.222.2222
- San Francisco General Hospital: Psychiatric Emergency Services, 415.206.8125; Substance Abuse Services, 415.206.8412
- San Francisco Suicide Prevention: 24-Hour Crisis Line, 415.781.0500 or TTY 415.227.0245; Drug Information Line, 415.362.3400
- Walden House, 415.226.1775 (residential treatment facility for drug addicts; detox center; outpatient program)
- Women's Alcoholism Center, 282-8900 (outpatient and residential programs for women and their children, 776-1001; sliding scale fee)

V. Federal and State Legal Sanctions for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol.

A. Federal: See Appendix E.

B. State:

1) The Uniform Controlled Substances Act is found in California Health & Safety Code, Section 11000, et seq. Sanctions for illegal possession of controlled substances are found at Health & Safety Code, Section 113500, et seq.

2) Controlled substances are listed in schedules contained in Health & Safety Code, Sections 11054, 11055, 11056, 11057, and 11058. They include opiates; opium derivatives, hallucinogenic substances, methamphetamine, phencyclidine, and certain mushrooms are considered controlled substances.

3) As set forth in the Health & Safety Code, section 11350, et seq., if convicted under the Uniform Controlled Substance Act, one may be sentenced to terms in state prison from two to five years plus substantial fines. The exact prison term and fine depend upon the number of past convictions and circumstances of each arrest and conviction.

SMOKING POLICY

A.C.T. is a non-smoking building. Smoking is permitted only outside the building. Since you will be spending three years developing your voice as both a speaking and singing instrument, it makes sense, if you smoke, to change your habits now before smoking becomes a major issue in your training. Many of your teachers will strongly encourage you to stop smoking.

USE OF SOCIAL MEDIA

At A.C.T., we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees and students who work for or attend school at A.C.T., at any facility or when “on the road” for the company.

Managers and supervisors should use the Social Media Management Guidelines below for additional guidance in administering the policy.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things.

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with A.C.T., as well as any other form of electronic communication.

The same principles and guidelines found in other A.C.T. policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your performance, the performance of fellow employees and students or otherwise adversely affects patrons, donors, customers, suppliers, people who work on behalf of A.C.T. or A.C.T.’s legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the A.C.T. Statement of Ethics Policy, the A.C.T. Information Policy and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees and students, patrons, donors, suppliers or people who work on behalf of A.C.T. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered.

Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about A.C.T., fellow associates, patrons, donors, customers, suppliers, people working on behalf of A.C.T. or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of A.C.T.'s private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws and the privacy of A.C.T.'s financial information.
- Do not create a link from your blog, website or other social networking site to a A.C.T. website without identifying yourself as a A.C.T. associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for A.C.T. If A.C.T. is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of A.C.T., fellow associates, patrons, donors, customers, suppliers or people working on behalf of A.C.T. If you do publish a blog or post online related to the work you do or subjects associated with A.C.T., make it clear that you are not speaking on behalf of A.C.T. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of A.C.T."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy.

Do not use A.C.T. email addresses to register on social networks, blogs or other online tools for personal use.

Retaliation is prohibited

A.C.T. prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Associates should not speak to the media on A.C.T.'s behalf without contacting the Marketing Department. All media inquiries should be directed to them.

For more information

If you have questions or need further guidance, please contact Human Resources.

COUNSELING

Appointments to see the Conservatory staff should be made in advance. If an emergency arises the staff will see you as soon as possible. Meetings with teachers should be made by appointment on an individual basis. If you are in need of outside counseling the Conservatory office will make referrals.

INJURY and ILLNESS PREVENTION PLAN/EMERGENCY RESPONSE PLAN

Copies of A.C.T.'s "Emergency Response Plan," are available upon request from the Conservatory office. In the event that you sustain a physical injury in the course of your work, report the injury to your teacher immediately and follow his or her instructions.

ACCIDENT INSURANCE

Students are insured on a limited basis for injuries sustained during A.C.T. classes. This is NOT student health insurance and should NOT be considered as your primary health protection. All students should have their own health insurance policies for illness and off-campus injuries. If you sustain an injury while in the building, you MUST fill out an accident report, which is available in the Conservatory office or you may obtain one from the 8th floor guard.

CAMPUS SECURITY POLICIES and PROCEDURES

A.C.T. is committed to providing a safe, comfortable environment for its students, faculty, and staff. Recognizing its location in an urban area, A.C.T. has developed the following campus security procedures to help ensure all members of its community are aware of the potential for crime and prepared to report it effectively:

Reporting On-campus Crime Incidents

A.C.T. encourages timely reporting of on-campus crime incidents to the A.C.T. community to ensure that employees and students can exercise caution and avoid potential danger.

In the event of murder, sex offenses, robbery, aggravated assault, burglary, or car theft, a notice of warning and/or the incident report is posted on the "Security Watch" bulletin board in the kitchen on the 6th floor. Warnings and descriptions of incidents are orally communicated to those in directly affected areas within 24 hours of occurrence.

Crime incidents should be reported to the director of academic affairs (415.439.2412) or the director of facilities (415.439.2491). In the event that an incident is an emergency, 911 should be called immediately; the incident should be reported to the director of academic affairs or director of facilities secondarily. The guard for A.C.T. and guard for the building may also be contacted in non-emergency situations; however, official A.C.T. reports must be made with one of the two individuals designated above.

Procedures for monitoring and recording incidents for activities conducted away from the 30 Grant Avenue location (e.g. at the theaters, box office, etc.) are the same as those described above for the central location.

Campus Guards

A.C.T. employs a security guard who is located in the 8th-floor lobby area of 30 Grant. The guard is on duty between the hours of 6:00 p.m. and 10:00 p.m. and at any other time when there are scheduled activities outside normal office hours, such as on weekends or for rehearsals. The guard employed by A.C.T. can be reached by dialing 2478 from a phone on the premises. From outside, dial 415.439.2478. A building guard, located in the 30 Grant lobby, is employed by the building landlord and is on duty during off-hours (5:30 p.m. to 8:00 a.m.) Monday through Friday, and all day and night on Saturday and Sunday.

A.C.T. guards are charged with monitoring appropriate behavior by students, teachers, and staff in the course of their activities on A.C.T. premises, and with reporting to A.C.T. administration behavior that is in violation of the codes of conduct in A.C.T. handbooks. In the event of an urgent situation, A.C.T. security guards have the authority to act to protect other staff and students according to their best judgment at the time. This may include requesting ID, asking an individual to leave the premises, or other measures they may deem appropriate. Neither A.C.T. nor building guards have the authority to make arrests; however, they may choose to contact the police if an incident occurs that presents a clear and present danger, or if a student, teacher, or staff person requests that they contact police. A.C.T. security personnel have no special relationship with authorities other than acting in an intermediary capacity.

Crime Awareness Training

Students, faculty and staff are encouraged to take responsibility for security of themselves and others at the time they commence their relationship with A.C.T. Please use common sense: don't leave personal items unattended, be alert when entering and exiting the building at night. You will be informed of additional crime prevention procedures as they are developed.

Responsibility for maintenance of information, incident reports, and copies of police notifications of crimes for the Conservatory lies with the Director of Academic Affairs who maintains a Master File. Facilities is responsible for maintenance of information for non-Conservatory incidents and ensuring copies of all reports are forwarded to the Master File kept with the Director of Academic Affairs.

**STUDENTS RIGHT TO KNOW JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS
ACT COMPLIANCE**

A.C.T. prepares this report (see Appendix F) to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. Portions of the report are prepared in cooperation with police agencies surrounding our main campus and noncampus sites, A.C.T. facilities department, and the conservatory office. Local police agencies provide automated statistics for the property and a radius around the property noted. Copies of the report may also be obtained from the office of the director of academic affairs or the office of human resources at A.C.T at 30 Grant Avenue, San Francisco, CA 94108, or by calling 415.439.2350. The applicable text of this report is also included in the *Employee Handbook* and A.C.T.'s *Injury and Illness Prevention Plan* available upon request. Crime statistics for the past 90 days for all neighborhoods in San Francisco may be accessed by viewing the SFPD website at http://www.sfgov.org/site/police_index.asp and clicking on "Crime Maps."

LETTER OF AGREEMENT

This is a letter of agreement existing between the American Conservatory Theater (the School) and the applicant indicated on this application (the Student) for the purpose of stipulating the conditions and terms of the Student's enrollment.

- **Scheduled Classes:** All classes are held at 30 Grant Avenue, San Francisco, CA unless otherwise noted. The student has received a course statement indicating the start and end dates scheduled classes.
- **Tuition Payment:** At least one-half of the total tuition has been collected from the Student as a condition of enrollment. The total balance, if any, is due and payable on or before the scheduled start of the Student's first class. **FAILURE TO PAY THIS BALANCE IS CAUSE FOR DISMISSAL.** A \$10 fee will be assessed for returned checks.
- **Discounts:** (1) A.C.T. Subscriber Discount: Twenty per cent reduction of tuition from one course during the season that you are currently subscribed. (2) Multiple-Course Discount: If at any time during the session the Student is enrolled in three or more courses, the higher priced course will always be assessed at full price. Your least-expensive class will be assessed at one-third off.
- **Withdrawal and Refund Policy:** If there is not sufficient enrollment the course will be cancelled and all tuition paid refunded in full. **REQUESTS FOR WITHDRAWAL FROM THE COURSE BY THE STUDENT MUST BE RECEIVED IN THE OFFICE IN WRITTEN FORM NO LATER THAN 24 hrs BEFORE THE SCHEDULED START OF THE SECOND CLASS. NO REQUESTS FOR WITHDRAWAL WILL BE ACCEPTED AFTER THIS DEADLINE.** The request **MUST** be made in writing. Requests in the form of voice messages whether in person or by telephone will not be accepted. If faxed, the request must be sent to 415.834.3210. If emailed, the request must be sent to studioact@act-sf.org. The School's receipt of the request will be confirmed by telephone or email. **IF WITHDRAWING BEFORE THE SCHEDULED START OF THE FIRST CLASS, THE STUDENT WILL BE FINANCIALLY RESPONSIBLE FOR THE PRORATED COST OF THE FIRST SCHEDULED CLASS UNLESS THE REQUEST IS PROPERLY RECEIVED NO LATER THAN 24 hrs BEFORE THE SCHEDULED START OF THE FIRST CLASS.** If the above procedure is followed, the Student will be eligible for a refund and will receive the amount of course tuition paid, MINUS (1) all non-refundable fees and (2) the prorated cost of any scheduled class held before the acceptance of the written request, and (3) the cost of adjusting any course discount and (4) any outstanding library or returned check fees. Allow ten working days to process. If the Student is dismissed by the School at least 24 hrs before the scheduled start of the second class, the Student will be eligible for a refund according to the above refund schedule. The Student is not eligible for a refund if dismissed after 24 hrs before the scheduled start of the second class. The Student is not eligible for a refund if expelled.
- **Appropriate Behavior On Premises:** All Students in A.C.T. programs must conduct themselves in a manner conducive to an environment of positive learning. Respect, courtesy, and care are mandatory. Being on time for all classes and rehearsals is required. Breaches of common decency in behavior will be cause for disciplinary action up to and including expulsion.
- **Students with special needs** must notify the director of Studio ACT of their precise nature, including documentation, immediately after acceptance to the program. Upon receipt of notification and documentation, A.C.T., in compliance with the Americans with Disabilities Act, will then consider what reasonable accommodations may be necessary to meet those special needs.
- **First Class, Class Make-ups:** The Student must be present at the scheduled start of the first class of the enrolled course(s) unless permission for absence has been obtained from the program director. **FAILURE TO BE PRESENT OR OBTAIN PERMISSION IS CAUSE FOR DISMISSAL FROM THE COURSE(S). THE STUDENT WILL BE FINANCIALLY RESPONSIBLE FOR MISSED CLASS.** Any cancellation of a scheduled class by the School will be made-up and rescheduled. Absences by the Student from a scheduled class will not be made-up. The School reserves the right to provide substitute instructors when necessary.

By signing below the Student applies for enrollment in the A.C.T. Conservatory according to the conditions and terms outlined in The Letter of Agreement and accepts enrollment upon receipt of confirmation from the Conservatory. The Student also acknowledges that the Studio A.C.T. Student Handbook will be read upon receipt on the first day of class, (also available online at www.act-sf.org.) and will be familiar with its contents and abide by the procedures and regulations contained therein.

Student Signature

Student name (PRINT)

Date

Please return application by mail, fax, or email.

Attn: Gabriella Mingoia, Conservatory Associate, Studio A.C.T., 30 Grant Avenue San Francisco, CA 94108

Fax: 415-834-3210

conservatory@act-sf.org

For questions please call 415-439-2444 / Visit us at www.act-sf.org/conservatory