

## A GUIDE TO THE YOUNG CONSERVATORY



Welcome to the American Conservatory Theater's Young Conservatory. This guide has been compiled to answer many of the questions you may have about coming here. In order to achieve our goals of high professional standards in classes and productions, we must impose upon ourselves certain disciplines and procedures which apply to all of those people associated with A.C.T. It is important that you and your parents be aware of the policies here, so please read the following carefully. If you have any questions, please feel free to call the Young Conservatory, at (415) 439-2444.

### **SAFETY AND SECURITY**

Parents, please be sure that your child understands all of the following rules.

1. Students are only allowed on floors 7 through 9, and should take the elevator directly to the floor of their scheduled class, unless they have business with the Young Conservatory office, located on the seventh floor. Other floors of the 30 Grant Building are off limits.
2. Students should arrive no more than 15 minutes before class time. Please wait quietly in the area immediately adjacent to your studio/classroom.
3. Students being picked up after class should wait in the foyer of the building, not on the street. Those traveling on their own must leave the building immediately after class.
4. Students are allowed only in the parts of the building being used by the Young Conservatory. However, the reception areas and 7th floor lounge are available for everyone's use.
5. Personal belongings must be kept in the studio and never left unattended. A.C.T. cannot be responsible for personal property.
6. Elevators are for everyone's safe travel to and from the facility. Your professional behavior is expected in the elevators, and in all areas of the A.C.T. plant. Loud talking, running and disturbances are not allowed.
7. Students are not allowed to climb railings on the balconies, or to drop things from the balconies at any time. Again, your professional behavior is expected while attending A.C.T. classes.

8. All students will be issued an I.D. card during the first week of class. It must be carried to class and shown to A.C.T. personnel and security personnel upon request. Student I.D. cards are required to check out any books from the A.C.T. Library, located on the seventh floor.

### **Campus Guards**

A.C.T. employs a security guard who is located in the 8<sup>th</sup>-floor lobby area. 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 439-2478. A building guard, located in the 30 Grant lobby, is employed by the building landlord is on duty during off-hours (5:30 p.m. to 8:00 a.m.), M-F 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 to report behavior to A.C.T. administration that is in violation of the codes of conduct in A.C.T. handbooks (Student, Faculty and Employee). 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 or 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.

### **ABSENCES**

Class work is cumulative and both teachers and students rely on each other's consistent attendance. Consequently, ***if a student has excessive absences, he or she will be asked to withdraw from the program.*** If a student is absent without advance notice, the staff must assume that something has happened and will try and locate the student. This takes time away from class. Students who are absent must:

1. Notify the teacher ahead of time (for family vacations, trips, etc.)
2. Call the office or leave a message with the guard on the class day (for an illness or emergencies). The number is (415) 439-2444. The phone is equipped to take messages 24 hours, 7 days a week. The guard phone number is (415) 439-2478.

### **WITHDRAWALS**

Refunds cannot be made after the first week of each session. Written notice is required if a student plans to withdraw from A.C.T. classes.

### **ATTIRE**

Students are asked to wear comfortable, loose-fitting clothes in which they can move and breathe easily. Much of our work is very physical and you are greatly hampered by tight pants, dresses,

skirts, belts, boots, shoes with high heels, bracelets, dangle earrings, etc. For Physical Acting class, please wear tights and leotards or gym shorts and t-shirts. Changing space at the Conservatory is limited. It is best to wear your working clothes to class.

### **EVALUATIONS**

Students enrolled in our eight week and four week sessions are evaluated at the end by their teacher(s). These evaluations take note of the creative growth in the work and commitment to the program, as evidenced by attendance and focus in class. All students in good standing are allowed to continue studying indefinitely. Copies of the evaluations will be sent home after the session.

### **EMERGENCY TREATMENT**

In case of emergency, we will contact the parents immediately. Should we not be able to reach you, or should immediate attention be required, we ask that you sign the "Authorization to Consent to Treatment of Minor for Presentation to a Licensed Hospital" form, distributed with this packet, and return it to us. We will keep this form on file and use it only if necessary.

## **MISCELLANEOUS**

Please note: The Young Conservatory office is located on the seventh floor of 30 Grant Avenue.

1. All room changes, announcements, and messages will be posted on the Y.C. bulletin board in the 8<sup>th</sup> floor lobby. The weekly room schedule is posted on the Y.C. bulletin board and will reflect any classroom changes.
2. No eating or drinking in the studio classroom. No smoking by any Young Conservatory student is allowed on campus.
3. A class list will be given to each student on the first day of class. Addresses and phone numbers will be included so that car pools can be arranged.
4. If you change your address and/or phone number, please give the change to your teacher or the Y.C. office.
5. Our office phone is for business calls only. Please do not plan to make or receive any personal calls, except in the case of emergency.
6. Parents please note: **Only emergency messages can be conveyed to students who are in class from the Young Conservatory office.** If no one answers the office phone, in an extreme emergency you may call the guard at (415) 439-2478.
7. We encourage you to work with your school drama department in plays and competitions, community theaters, television and media projects, as well as A.C.T. productions if time allows. However, *arrangements need to be made with your director/teacher so that you will not be called for rehearsal during your A.C.T. class time*. We will excuse you from class during the final week of technical and dress rehearsals, but not for earlier rehearsals. Remember, you cannot do a school or community production and an A.C.T. project simultaneously. When you apply for and are accepted in the Young Conservatory, it is assumed that our first commitment is to your training here.
8. All classes will be held at our studios at 30 Grant Avenue, San Francisco, CA 94108.
9. Young Conservatory students are entitled to half price student rush tickets for A.C.T. mainstage productions. Each student is entitled to 2 (two) half price tickets per performance, subject to availability 90 minutes before curtain. You will need to show your A.C.T. I.D. card at the theater's box office.

## **USE OF SOCIAL MEDIA**

American Conservatory Theater encourages staff and students to express their opinions as individuals in the public domain outside of work hours. We understand that many of you are active participants in the online blogosphere and on websites such as Facebook, Twitter and MySpace. We respect that communication and do not wish to censor it.

At the same time, we must protect the reputation of the A.C.T. When staff or students

clearly identify themselves as affiliated with A.C.T. and/or discusses their work or experiences on a personal website, blog, etc., A.C.T. expects them to present themselves in a manner consistent with A.C.T.'s policy on professional conduct while also following the guidelines below.

Blogs or websites that do not identify the person as an A.C.T. employee or student do not discuss the A.C.T. and are purely personal, fall outside these guidelines.

Please remember that many of our patrons are also active participants in the online environment. Your behavior in such mediums could have a direct affect on A.C.T. and our audience's perception of the theatre.

### **Guidelines**

If your blog/website makes it clear that you work for the A.C.T.:

It must include a simple and visible disclaimer, such as, "These are my personal views and not those of A.C.T."

- It should not contain content harmful to the reputation of A.C.T.
- It should not be used to attack or abuse your coworkers, fellow students or faculty.
- It should conform to the A.C.T.'s policies regarding professional conduct and internet communications, as addressed in the Student, Faculty, and Employee Handbooks.

### **Background Checks**

As a condition of our liability insurance coverage, A.C.T. is required to conduct background checks on staff employed to work with minors. These checks are generally made at the time of offer; however, subsequent employment is contingent upon successful passage of such background checks. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. As part of the request for authorization, you will receive a Summary of Your Rights Under the FCRA.

**Thank you for reading through so much material. These are all policies which will help make working together much easier, and leave us with the time, space and energy to learn and create. You have, by your acceptance as a student in the Young Conservatory, become a part of the wonderful spirit and tradition of the American Conservatory Theater. Welcome!**