



A.C.T.
AMERICAN
CONSERVATORY
THEATER

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 or email us at youngconservatory@act-sf.org.

SAFETY AND SECURITY

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

1. Students are expected to have their Student ID on them at all times when they are at 30 Grant Ave, which they will be assigned during their first-day check in. They may be asked to show their Student ID by security or A.C.T. staff for identification. If your student ID is lost/stolen, please let us know immediately at youngconservatory@act-sf.org and we will assign you a new one.
2. 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.
3. Students should arrive no more than 15 minutes before class time. Please wait quietly in the area immediately adjacent to your studio/classroom.
4. 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.
5. 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.
6. Personal belongings must be kept in the studio and never left unattended. A.C.T. cannot be responsible for personal property.
7. 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 A.C.T.'s campus. Loud talking, running and disturbances are not allowed.
8. 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.

Campus Guards

A.C.T. employs a security guard who is located in the 8th-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 on the class day (for an illness, transportation issue, etc). The number is (415) 439-2441. The phone is equipped to take messages 24 hours, 7 days a week.
3. In an event of an emergency and you cannot reach a staff member, you can call the security guard at (415) 439-2478.

WITHDRAWALS

Written notice is required if a student plans to withdraw from YC classes or to request a refund. Please refer to our refund policy on our website for more details.

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 emailed 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 Medical Authorization form, distributed upon enrollment in the class. We will keep this form on file and use it only if necessary.

MISCELLANEOUS

Please note: The Young Conservatory is located at 30 Grant Ave, San Francisco, CA, 94108 and the office is located on the seventh floor.

1. All room changes, announcements, and messages will be posted on the YC bulletin board in the 8th floor lobby. The weekly room schedule is posted on the YC 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. If you change your address and/or phone number, please give the change to your teacher or the YC office.
4. 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.
5. 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.
6. 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.
7. 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.

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, Instagram, Twitter and SnapChat. 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 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.

Guidelines

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

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.

BEHAVIOR EXPECTATIONS

We expect all YC students to behave respectfully and professionally with their peers, instructors and A.C.T. artists. This includes no bad-mouthing others inside or outside of the classroom. We strive to teach our students to build each other up and learn to work professionally with others, even when challenges arise. Should we hear of behavior contradicting these values, we will talk to the student and if it continues we will contact parents/guardians. Severe violations of these expectations may result in dismissal from YC classes and performance opportunities.