

## **The Second City Training Center Manual -for Adult Students**

### **Policies and Procedures**

This General Information page contains important and pertinent information regarding the Training Center and general policies for our students. All new students should read this page thoroughly and print out a copy for your reference. If you have any questions regarding this information, please contact the office. Every effort is made to keep this information up-to-date. However, policies and procedures are subject to change without notice, at the Training Center's discretion.

### **About the Training Center**

The Second City Training Center has emerged as a leading school for people from all walks of life to study improvisation, acting, writing and more. Many Second City alumni first studied here, including Tina Fey and Rachel Dratch of *Saturday Night Live*, Stephanie Weir of *MAD TV*, Steve Carell of *The Office*, Nancy Walls and Stephen Colbert of *The Colbert Report*, Chris Farley, Bonnie Hunt and Mike Myers. Other alumni of our Training Center include Sean Hayes of *Will and Grace*, three-time Tony Award winner Hinton Battle, author of Broadway's *Urinetown*, Greg Kotis, Halle Berry, and countless other producers, directors, writers and actors working in theater, television and film. Our students come from many backgrounds and experience levels. Whatever your reason for joining, we aim to create a safe and supportive environment where you can explore and grow.

The focus of The Second City Training Center is to teach the skills which underlie the work on our resident stages. The classes, taught by professionals working in their fields, are dedicated to helping students develop their artistic voice, both individually and within an ensemble, and to provide the tools and techniques needed to express that voice. We draw on our company's history of ensemble improvisation, satire, and revue comedy as developed and practiced by our actors, directors, and teachers and serve as a laboratory for the exploration of the future of the art form.

### **Facility Information**

The Training Center is located at the corner of North Avenue and Wells Street in the Piper's Alley building. Enter at 1608 N. Wells or 230 W. North Avenue. Administrative offices are on the fourth floor of Piper's Alley. Office hours are Monday through

Thursday from 10am to 10pm, Fridays and Saturdays from 10am to 5pm and Sundays from 12pm to 9pm. The Training Center office phone number is 312-664-3959.

Training Center classes take place on the 2nd, 3rd, and 4th floors of Piper's Alley. On your first day of class, signage is posted throughout Piper's Alley indicating to which classroom your class has been assigned.

There is a paid indoor parking lot at Piper's Alley as well as outdoor lots along Wells Street and North Avenue. On-street parking is limited; consult posted signs. Nearby public transportation routes include the Sedgwick stop on the Brown and Purple lines, North/Clybourn or the Clark/Division stops on the Red Line, and the North Avenue (#72), Sedgwick (#37), Broadway (#36), Sheridan (#151), LaSalle (#156) and Clark Street (#22) bus lines.

### **Restrooms**

There are restrooms located throughout the building: outside of the Mainstage at the north end of the lobby; on the second floor behind the 1959 bar; two private restrooms at the eastern side of the 2nd floor classroom spaces; and on the third floor of Piper's Alley for the 3rd and 4th floor Training Center classrooms and the Skybox and de Maat Theatres.

### **Classrooms**

- Donny's Skybox Theatre (4th floor, Piper's Alley)
- de Maat Studio Theatre (3rd floor, Piper's Alley)
- Beat Lounge and Blackout Cabaret Theatres (2nd floor, Piper's Alley)
- Mainstage Theatre (1616 N. Wells Street)
- e.t.c. theatre (2nd floor, Piper's Alley)
- Rooms 401-410 (4th floor, Piper's Alley)
- Rooms 301-305 (3rd floor, Piper's Alley)
- Room 201-206 (2nd floor, Piper's Alley)

## **Classes & Attendance**

### **New Student Orientation**

We strongly encourage all new students, or students that are new to another program, to attend New Student Orientation. This event is generally held in the Mainstage Theater on the Sunday before a new term begins. The orientation gives an overview of the Training Center experience and allows new students to meet with the Program Head or a core teacher from the program they are entering. The orientation dates are posted on the yearly schedule section of the website or may be obtained by calling the Training Center office.

### **Class Times**

We aim to make your class days and times constant throughout each program. For Improv Levels A-E, plan to be with the same group at the same time and day for the duration of the program. We strongly encourage all students to re-enroll at least 2 weeks before the start of a new term to ensure that they will be able to continue with their ensemble on the same day and time as the previous term. In the Conservatory Program,

once you are accepted into Levels 1 and 2, those two terms will be on the same day and time. After the Level 2 audition, you will be placed into a Level 3 class which may or may not meet at the time slot in which you originally began. In the Writing Program, Levels 2-4 are on the same day and time; Levels 5 & 6 are also on the same day and time, though not necessarily the same as Levels 2-4.

### **Switching Class Times**

If your schedule changes and it is impossible for you to attend your scheduled class time, let us know as soon as possible. We will make every effort to place you in a new class time which is convenient for you. However, once you are placed in a class time, we cannot guarantee switching you into a different time within the same term. Students switching sections may be charged a \$30 transfer fee. If other classes within your level are full, you may need to wait a term or even two to get into a different time slot. The best time to try to change classes is when registering for your next term.

### **Attendance/Making Up Classes**

Students are expected to attend all classes. Missing more than two of your scheduled class times can be grounds for repeating a term. Even though a student may make up their missed classes, the student is also required to be part of an ensemble. Missing their regularly scheduled class jeopardizes their involvement within the ensemble.

If you are enrolled in a program that has multiple sections, you can make up a maximum of two missed classes by going to another class time during the same week. Please call the Training Center office to see what day and time options are available for you to make up a class. Make-up classes are for your benefit. They do not erase the original absences, as they do not take away from the fact that you were not present with your own ensemble.

During the 7th and 8th week for Levels C-E and throughout the term for Conservatory Levels 3-5, students are preparing for upcoming performances and therefore students from other classes would not be able to participate. As such, students attending a make-up session during one of these weeks may be unable to fully participate in class activities. Each instructor has the right to inform any student who is making up a class whether they may participate or only observe the class.

### **Required Classes**

The Second City Training Center reserves the right to require additional classes for individual students as needed. Should an individual not complete any required class, the Training Center reserves the right to hold the student back a term until the requirement is satisfied. If the student is asked to repeat a term, a discount will be applied to the student's repeated level.

### **Students Returning from Hiatus**

Sometimes a student may wish or need to take time off from the Training Center due to personal reasons. Should this occur, please contact the Training Center immediately. Please note that when you return, the Training Center reserves the right to place you in an appropriate level at its discretion. Students who leave during Improv Levels D or E will be placed in Level C as soon as an opening is available. Students who leave during Conservatory Levels 3-5 will be placed in Level 3 as soon as an opening is available.

Returning students must pay the tuition rate that is applicable at the time of rejoining the Training Center. Any student returning after more than one (1) year of absence is required to rejoin the program at a level determined by the Training Center.

### **Auditing/Guests**

Visitors are not allowed to attend regular classes. A drop-in class or jam would be an appropriate option for guests.

### **Substitute Instructors**

A substitute teacher may sometimes be necessary due to the fact that our faculty is comprised of working artists. When possible, students will be notified by their instructor in advance. However, sometimes advance notice is not possible.

## **Payment Policies**

### **New Student Membership**

Students who have never before taken a class at The Second City Training Center in Chicago will pay a one-time \$20 membership fee at the time of registration.

### **Multi-Class Tuition Discount**

Students who enroll in more than one class will receive a 15 percent discount off each additional class. Some restrictions may apply.

### **Early Registration Discount**

Most adult program classes have an early registration period during which students can register at a lower tuition rate.

### **Work Study**

Work Study positions are generally given priority to our student volunteers. Volunteer positions come up very regularly and are the easiest way for adult students to receive discounted tuition. Volunteers are usually sought to assist with high volume events at the Training Center or to represent the Training Center at various events and locations around Chicago. To apply to be a volunteer (also known as the Second City Dream Team), please submit [this form](#).

### **Returned Checks**

A \$30.00 fee will be assessed for returned checks due to insufficient funds or closed accounts.

Note: Tuition is non-refundable and non-transferable. All sales are final.

## **Auditions**

### **Conservatory Program Auditions**

An audition is required to enter Levels 1 and 3 of the Conservatory Program. Please consult the Training Center calendar or the Conservatory information page for the Level

1 audition dates. Appointments are accepted approximately two weeks prior to the Level 1 audition date. Students in Level 2 should note their re-audition date on their calendar, which will generally fall on the Friday before the Level 3 term starts. If a Level 2 student is not able to make the scheduled audition, s/he is welcome to wait a term and audition later. If a student does not pass their audition, they may be subject to waiting a term before auditioning again.

### **Skybox Auditions**

Each term, a number of shows require actors, including Training Center productions such as Writing 6 revues or independent comedy productions. Auditions are generally open to current students and alumni of the Training Center, though final say lies with the individual director. The Training Center will post audition dates on the callboard and e-newsletter as available.

### **Twisty (House Team) Auditions**

Twisty auditions take place 2-3 times a year and are exclusively for graduates of our Conservatory program. Audition dates and sign-up procedures vary, but specific instructions will be sent to Conservatory graduates approximately one month prior to each upcoming audition date. Students must pay off any past-due balances in order to be eligible to audition for Twisty.

### **Second City Touring Company and Second City Communications Auditions**

When audition dates are scheduled, Second City will announce these through publications, flyers and on the website. The producers notify those actors whom they are interested in seeing in addition to accepting appointments as announced. You WILL NOT automatically be informed of the dates of general auditions. These auditions are not a place to try out your audition techniques; please audition only if you are ready and interested in working.

We cannot guarantee that graduates will be given performing positions. As a student of the Training Center you have a leg up on the competition because you are studying improvisation in the way that a Second City performer needs to have studied. Many of the current members of the Second City Resident and Touring Companies are graduates of the Training Center. However, no one is guaranteed a job with the Second City once you graduate from the Training Center.

## **Performances & Tickets**

### **Training Center Theatres**

Donny's Skybox Theatre, de Maat Studio Theatre, Beat Lounge, and Blackout Cabaret are used for classes as well as for a series of performances presented by alumni, faculty, students and guest artists of the Training Center. Visit the "Performances" section of this Chicago Training Center website for the current schedule. Training Center students

receive free or discounted tickets to the majority of shows and free entry to class performances with a student ID.

### **Training Center Shows**

All year long a number of shows are produced by faculty, guest artists, current students and alumni of the Training Center. These are performed at Donny's Skybox Theatre, de Maat Studio Theatre, Beat Lounge, and Blackout Cabaret. Some of these shows are improvised while others are scripted. They represent a wide range of the styles that are explored at the Training Center. It is highly recommended that you attend as many of these as possible. Present your student ID at the Skybox box office to receive the general half-price student discount on Skybox shows.

### **Conservatory Performances**

All students are encouraged to see at least some of each term's Conservatory Performances. The dates of these performances are on the website. Level 3-5 shows are held on Sundays at 6pm in the Skybox Theater and are free.

You should also see Monday night Level 6 shows twice a session. We recommend that you come once early on and then once near the end of the run. For Level 6 shows, we recommend that you arrive early since the shows must have at least 25 attendees prior to the first performance. These shows begin at 8pm, with a free 7pm pre-show on some nights. Tickets for Level 6 shows are \$5 general admission, free for Training Center students.

### **Other Student Shows**

Current Training Center students receive free tickets to performances by Levels C-E of the Improvisation Program, Stand Up, Storytelling, Music Improv and other classes as they're offered. Students, particularly those just starting out in these programs, are very much encouraged to see these shows to become familiar with the performance experiences.

### **Mainstage and e.t.c. tickets**

Current Training Center students may obtain one complimentary ticket to the Mainstage or e.t.c. theatre on Tuesday, Wednesday, Thursday or Sunday evenings, provided the show is not sold out.

Call the Box Office at [312-337-3992](tel:312-337-3992) after 6pm the night of the show to find out if they expect to release tickets for Training Center students. If tickets are expected to be available, present your Training Center ID to the box office after 7:30pm. The show may sell out at any time. Training Center IDs are not valid for wait list tickets.

This offer is valid only on Tuesday, Wednesday, Thursday and Sunday evening performances. Free tickets are not available for Friday and Saturday night performances in the Mainstage or e.t.c.

### **Monday Night Touring Company shows**

Current Training Center students may obtain one complimentary ticket to the 8:00pm Monday Touring Company show if it is not sold out. These tickets are only released about 10 minutes prior to showtime. We highly recommend that you see the Touring Company since these shows often present classic material from past shows, and tickets are much less expensive than the regular resident shows.

### **UP Comedy Club shows**

Current Training Center students with valid ID may obtain one (and occasionally two) tickets per ID for various Second City shows presented in UP Comedy Club Monday through Sunday. Your best chances will usually come on weeknights or Sundays. Please call the box office at [312-662-4562](tel:312-662-4562) the day of the show to see if tickets will be available to any UP Comedy Club shows. Additional offers for tickets are occasionally emailed and tweeted to current Training Center students.

### **Improv Sets**

Improv sets in the Mainstage and e.t.c. theatres are free to everyone. They run Monday through Thursday at 10:00pm, Saturdays at 1:00am, and Sundays at 9:00pm; no improv sets on Fridays. (Times are approximate - the sets begin a few minutes after the main show ends.) Seating is based on availability, so you may want to get here a little early (say 12:15am on a Saturday) to make sure you get in. The improv sets are fun to watch and a great learning experience as well.

### **Special Ticket Offers**

Occasionally, the theatres will have last-minute ticket offers for Training Center students. Often, these are advertised within hours of a show via email and/or Twitter. Therefore, it is important that you keep the Training Center office up-to-date on your contact information.

### **General Notes**

Reminder: There are no comps available on Fridays or Saturdays for the Mainstage or e.t.c.

Please treat the box office staff with respect. They work very hard and are good at what they do. Always have your student ID with you if you want a free ticket. Current IDs are available any time the Training Center office is open.

You are in a program designed to teach you how to perform in a Second City company. The students who take the time to see all the shows and watch the improv sets find that their class work is greatly enhanced.

As a student, you are strongly encouraged to see all shows at The Second City Training Center and Theaters, as well as other shows throughout the improv community. Take advantage of the opportunity to see shows!

### **Hot Tix**

The League of Chicago Theatres, the non-profit service organization for Chicago's theater community, operates the Hot Tix booths throughout the Chicago area. Hot Tix offers half-price week-of and day-of-show tickets, plus a small service fee. Tickets are added on

Mondays and updated throughout the week as more tickets become available. It's a great way to see lots of theater productions if you're on a tight budget. For Hot Tix locations and a list of shows for sale, go to [www.hottix.org](http://www.hottix.org).

## **Listing Class Shows on an Actors' Resume**

It is important that for any audition, whether through Second City or not, you represent your training and show experience with us correctly and honestly. For example, performing in the Mainstage theater for a Level E show does not allow you to put "Second City Mainstage" on your actor's resume. Please list the location or producing body on all your Training Center experience as "Second City Training Center, Chicago." After completing a program, it is also important not to list yourself as a "Second City Alumni" but rather as a "Second City Training Center Graduate." The Second City defines "alumni" as an actor who has written and performed a show on a resident stage (mainstage or e.t.c.)

For example, a student who has completed Level 6 of The Conservatory Program should list the experience as:

### **Level 6 Show - Ensemble - Second City Training Center, Chicago**

If you are interested in more information on auditioning or creating a resume, the Training Center regularly hosts workshops and free events that cover the essentials of auditioning. Check the Training Center bulletin board outside classroom 410, the student section of the website, or the Training Center newsletter for upcoming events of this sort.

## **Miscellaneous**

### **Training Center ID**

At the beginning of each term every Training Center student is given a Training Center ID. It is your responsibility to make sure that you receive your ID on the first day of class and that you do not lose it. Your ID is the only way to identify yourself as a Training Center student at the box office or for other discounts at local businesses. Make sure to have it with you whenever you are in the building.

### **Clothing**

Wear comfortable clothing to class -- something you can roll around on the floor in and not worry about. The temperature varies in each of our classrooms. Layered clothing is suggested.

### **Valuables**

Piper's Alley is a public building. Never leave your belongings unattended. The Second City is not responsible for any lost or stolen articles.



## **Tuition Policy**

Tuition is non-refundable, non-transferable. The Second City Training Center reserves the right to accept or deny any application.

## **Suggested Reading List**

A Confederacy of Dunces, by John Kennedy Toole  
Act of Being, Charles Marowitz  
Acting, The First Six Lessons, Boleslavsky  
Adventures in the Screentrade, William Goldman  
Advice to the Players, Robert Lewis  
An Incomplete Education, Jones and Wilson  
Audition, Michael Shurtleff  
Backwards and Forwards, David Ball  
Bird by Bird, Anne Lamott  
Comedy is a Serious Business, Harry Ruskin  
Days and Nights at The Second City, Bernie Sahlins  
Dictionary of Cultural Literacy, E.D. Hirsch  
Film Directing: Shot by Shot, Steven Katz  
Group Improvisation: The Manual of Ensemble Improv Games, by Peter Gwinn and Charna Halpern  
Impro, Keith Johnstone  
Improvisation for the Theater, Viola Spolin  
Improvise, by Mick Napier  
Improvising Better: A Guide for the Working Improviser by Jimmy Carrane  
Instant Songwriting by Nancy Howland Walker  
Introduction to Stanislavsky, Sonja Moore  
Making Movies, Sidney Lumet  
Musical Improv Comedy by Michael Pollock  
On Directing, Harold Clurman  
On Directing Film, David Mamet  
Process, Mary Scruggs & Michael Gellman  
Respect for Acting, Uta Hagen  
Sanford Meisner on Acting, Sanford Meisner  
Save the Cat, Blake Snyder  
Screenplay: The Foundations of Screenwriting, Syd Field  
Something Wonderful Right Away, Jeffrey Sweet  
Speaking Clearly, Modisett and Luter  
The Actor at Work, Robert Benedetti  
The Comic Toolbox, John Vorhaus

The Compass, Janet Coleman  
The Film Director's Intuition, Judith Weston  
The History of the Theatre, Oscar G. Brockett  
The Inner Game of Tennis, W. Timothy Gallway  
The Second City Almanac of Improvisation, Anne Libera  
The Second City, Sheldon Patinkin  
Upright Citizens Brigade Comedy Improvisation Manual, by Matt Walsh, Ian Roberts  
and Matt Besser

## **Standards of Conduct**

**Civility** By their very nature, improv theater and comedy are artistic pursuits in which the boundaries of what is deemed socially “appropriate” and/or politically correct are often blurred and subject to interpretation. Words and/or conduct that offend one person may have no effect on another. The Training Center does not endeavor to shield students from ideas and/or behavior that they may find unwelcome, disagreeable or even offensive; indeed, the free exchange of ideas between students and their instructor(s) – even those that some may find objectionable – is vital to the creative process underlying great improv theater. As such, students should approach their class work with an open mind, and take into the account the diversity of viewpoints, beliefs and backgrounds that make the programs at the Training Center such a rich learning experience. By the same token, students should exercise good judgment when participating in class activities, and avoid engaging in conduct that rises to the level of abuse, such as targeted attacks directed at a particular individual. As a general rule, the Training Center will not intervene to enforce social standards of civility. If, however, you feel that certain conduct – whether by an instructor or a student – has overstepped the bounds of what is acceptable even in an improv theater/comedy setting, you may decline to participate and report the behavior to Kerry Sheehan, President of the Training Centers. The Training Center will investigate the matter and address the issue, as needed. There will be no retaliation against any student who in good faith raises a concern, reports an incident and/or participates in an investigation under this policy. Any student who believes that he or she has been retaliated against in any manner should report it immediately to Kerry Sheehan.

### **Anti-Harassment Policy**

Harassment of any kind, including sexual harassment, is strictly prohibited. The Training Center will not tolerate harassment by anyone, including instructors, staff, students, visitors, vendors, contractors and third parties.

Harassment is defined as unwelcome conduct, whether verbal, physical or visual, that is so severe or pervasive that it unreasonably interferes with an individual's participation in

Training Center programs, or creates an intimidating, hostile or offensive educational environment. Examples of prohibited harassment include, but are not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes directed at an individual based on his or her personal characteristics, which **do not serve any class-related function and/or fall outside the bounds of what is acceptable in the classroom**, as set forth in the Training Center's Civility policy.

### Sexual Harassment

Sexual harassment in particular is strictly prohibited. Sexual harassment encompasses a range of conduct from sexual assault (which is also a criminal act) to conduct such as unwanted touching or persistent unwelcome comments, sexual advances, propositions and/or requests for sexual favors, depending on the specific circumstances and context in which the conduct occurs. For example, sexual advances, requests for sexual favors, or sexually-directed remarks or behavior constitute sexual harassment when (i) submission to or rejection of such conduct is made, explicitly, or implicitly, a basis for an academic decision or professional advancement, or a term or condition of either; or (ii) such conduct is directed against an individual despite its rejection. On the other hand, sexual innuendo or suggestive comments, gestures or jokes made in the course of a class exercise or performance may not be considered impermissible sexual harassment, if they serve an educational and/or artistic purpose.

Please note that due to the unique nature of the improv theater/comedy setting, a person's subjective belief that behavior is offensive, intimidating or hostile does not necessarily render that behavior harassment under this policy. Rather, the behavior must be objectively unreasonable in light of the surrounding circumstances and context. Such expression will not constitute impermissible harassment unless (in addition to satisfying the above definitions) it is targeted at a specific person or persons, is abusive and/or serves no educational purpose.

### Complaint Procedure

Any student who experiences or witnesses harassment of any kind, including sexual harassment, whether from a fellow student or a faculty member, should feel free to discuss the problem with Kerry Sheehan and, if desired, request that she speak informally to the person complained about. No one at the Training Center – whether a faculty member or a student – may reprimand, retaliate or discriminate against an individual for raising a concern, making a complaint and/or participating in an investigation under this policy. Any individual who believes that he or she has been retaliated against in any manner should report the matter to Kerry Sheehan.

All concerns and complaints will be treated with confidentiality to the extent practicable without compromising the investigation and/or resolution of the matter, and will be investigated thoroughly and promptly. Where possible, the Training Center will attempt to resolve the issue informally (for example, by speaking to the alleged harasser and/or counseling the parties). However, this does not preclude more formal corrective or disciplinary action.

### Consensual Relationships Between Faculty and Students

It is against Training Center policy for students and instructors to enter and/or engage in romantic and/or sexual relationships with one another while the instructor is teaching the student in a class and/or supervising the student's work at the Training Center. Consensual romantic and/or sexual relationships between instructors and Training Center students not enrolled in a class the instructor is teaching, while not forbidden, generally are considered unwise and inappropriate. Please note that even where both parties have consented at the outset to a romantic and/or sexual involvement, such consent does not preclude a subsequent charge of sexual harassment against the instructor.

### **Sexual Assault Policy**

Sexual assault is a criminal act that violates the standards of our community and is unacceptable at the Training Center. The Training Center's Sexual Assault policy applies to students, instructors, staff, and visitors, as well as vendors, contractors and third parties.

Sexual assault is defined as:

- Any intentional or knowing touching or fondling by an individual, either directly or through the clothing, of the genitals, breasts, thighs, or buttocks of the victim without the consent of the victim;
- Touching or fondling of an individual by the victim when the victim is forced to do so against his or her will; or
- Any nonconsensual acts involving sexual penetration of the sex organs, anus, or mouth.

Use of alcohol or drugs may impair an individual's capacity to consent freely and may render an individual incapable of giving consent.

### **Reporting Procedure**

Any student who believes he or she has been sexually assaulted, whether by a fellow student, faculty member or visitor, should report the incident to Kerry Sheehan or Diane Gaerlan. The student is also encouraged to report the incident to the police and seek medical care as soon as possible. No one at the Training Center – whether a faculty member or a student – may reprimand, retaliate or discriminate against an individual for raising a concern, making a complaint and/or participating in an investigation under this policy. Any individual who believes that he or she has been retaliated against in any manner should report the matter to Kerry Sheehan or Diane Gaerlan.

All concerns and complaints will be treated with confidentiality to the extent practicable without compromising the investigation and/or resolution of the matter, and will be investigated thoroughly and promptly. Depending on the severity of the incident and the individuals involved, the Training Center may pursue the matter through internal disciplinary procedures without the cooperation of the victim. Under such circumstances, the Training Center will inform the victim of its decision to proceed in this manner.

### **Violence**

The Training Center maintains a zero tolerance policy for violence. Acts or threats of physical violence which involve or affect Training Center faculty, students and staff or which occur on Training Center / Second City property, will not be tolerated. Examples of prohibited threats or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual
- Physically injuring another individual
- Threatening an individual or his/her family, friends, or property with harm, or otherwise engaging in behavior that creates a reasonable fear of injury in another person
- Intentional destruction or threatening to destruct Training Center / Second City property
- Making/sending harassing or threatening phone calls, text messages, and emails
- Harassing surveillance or stalking
- Unauthorized possession or use of firearms or weapons

Every student is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to Kerry Sheehan or Diane Gaerlan. Please note that this policy does not apply to fictitious “threats” or simulated “acts” of violence made in the course of your work at the Training Center.

### Weapons

The Training Center prohibits all persons who enter Training Center / Second City property from carrying a handgun, firearm, knife, explosive, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by the Training Center / Second City and/or are permitted by law to carry a weapon on the property.

Violation of this policy is grounds for discipline, including immediate dismissal.

In accordance with the Illinois Firearm Concealed Carry Act, any individual licensed to carry a concealed firearm may store their firearms in a locked vehicle in the parking lot of the property, as long as the weapon is kept in a locked container out of plain view].

### **Drug and Alcohol Policy**

The use, sale, manufacture, cultivation, distribution, dispensation, possession of illegal drugs or other unauthorized, intoxicating, or controlled substances while on Training Center / Second City property, or while otherwise engaged in Training Center activities, is strictly prohibited. The term “controlled substances” is defined as any substances that are illegal or controlled by federal and/or state law, including lawful substances (such as prescription drugs) which have been improperly obtained and/or used in violation of their lawful prescription.

**Students are prohibited from having any such illegal or unauthorized controlled substances in their systems while attending class and/or engaged in Training Center**

**activities.** Outside alcohol consumption or illegal drug activity that impacts a student's class work or participation in Training Center activities and/or threatens the reputation of the Training Center / Second City will not be tolerated.

The only exception to this policy applies with respect to alcoholic beverages served and consumed at Training Center-sponsored or Training Center-approved social or business-related functions or meetings, provided that the student consumes alcohol responsibly and in moderation and does not become intoxicated or otherwise impaired. Alcohol consumption by Training Center employees, volunteers, students or guests who are under the age of 21 is strictly prohibited.

Students who violate the Training Center's Drug and Alcohol policy may be subject to disciplinary action, up to and including permanent expulsion from the Training Center and/or referral for prosecution of criminal violations.

### **Student Whistleblower Policy**

Students must immediately report to Kerry Sheehan or Diane Gaerlan any activity or conduct that they suspect is:

- Illegal, or a violation of any state or federal law and/or regulation; or
- A serious violation of Training Center policy and/or procedure, including the above-stated policies regarding violence, use of drugs and/or alcohol and weapons; or
- Otherwise inappropriate and/or unethical.

The Training Center will not retaliate against any student as a result of his or her report of inappropriate conduct under this policy, or because he or she has refused to follow an illegal, inappropriate and/or unethical request.

#### Confidentiality

Reports of inappropriate conduct under the policy may be submitted on a confidential basis by the student directly or may be submitted anonymously. The Training Center will endeavor to investigate the reported conduct as discreetly as possible under the applicable circumstances. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an appropriate investigation.

#### Handling of Reported Violations

Upon receipt of a report of inappropriate conduct under this policy, the Training Center shall conduct a prompt and thorough investigation and appropriate corrective action will be taken, if/as warranted.

### **Open Door Policy**

The Training Center is committed to providing a safe, productive and fun educational environment for all students. Part of this commitment is encouraging an open and frank atmosphere in which any problem, concern or question can be addressed and discussed.

Students who have a question, problem, suggestion and/or complaint should feel free to discuss the issue with Kerry Sheehan. There will be no retaliation for raising a concern under this policy. Any issues raised or discussions held pursuant to the Training Center's Open Door Policy will be treated with confidentiality unless the student agrees to include others in the discussion or an investigation into the matter is warranted, in which case, confidentiality will be maintained to the extent practicable without compromising the investigation.

Please note that the Training Center's Student Whistleblower and Open Door policies do not apply to complaints of harassment or sexual assault. Students who wish to report an incident of harassment or sexual assault must follow the complaint procedures set forth in the Training Center's Anti-Harassment and Sexual Assault policies.

## **Discipline Policy**

### **Immediate Dismissal or Expulsion**

If at any point during class, the instructor feels that a student is engaging in behavior which is threatening, dangerous and/or highly disruptive to the classroom ensemble, the instructor may require that the student leave the classroom for the remainder of that day's class. Students dismissed from class in this manner may not return to their regular class until they have spoken with someone from the Training Center office. Behavior which would result in immediate dismissal includes, but is not limited to threats or acts of violence, inebriation and/or severe impairment due to use of drugs and/or other controlled substances, violation of the Anti-Harassment and/or Civility policies or other actions which are disruptive to the work of the class, in the discretion of the Training Center. If behavior is deemed excessively disruptive or dangerous to the Training Center environment, the Training Center reserves the right to permanently expel a student from the Training Center as well as the extended Second City property.

### **Warnings**

Students who display behavior which an instructor deems to be detrimental to the progress of their ensemble may be issued a warning. The instructor gives the warning verbally and then notifies the Training Center office. If a student receives more than one warning for similar issues, the Program Head will be notified and appropriate action will be taken. Depending on the circumstances, students may be required to transfer classes, repeat a term, take a leave of absence from The Training Center or to leave the Training Center permanently. Examples of conduct considered detrimental to the progress of the ensemble include, but are not limited to, excessive lateness, missing more than one of the scheduled classes (even excused absences), inappropriate classroom behavior (including being under the influence of drugs and/or other controlled substances), harassment of another student or Training Center employee, and/or inability to keep up with class progress.

## **Receipt and Acknowledgement of The Second City Training Center Manual and Policies**

I have received and read a copy of the Second City Training Center Manual, and agree to abide by the Manual's rules, policies, and standards of conduct, including, without limitation, the Civility, Violence, and Anti-Harassment policies, as well as any revisions made thereto. I understand that the policies described in the Manual are subject to change at any time.

I understand that by their very nature, improv theater and comedy are artistic pursuits in which the boundaries of what is deemed socially "appropriate" and/or politically correct are often blurred and subject to interpretation. As such, I may, at times, be exposed to ideas and/or behavior that I find unwelcome, disagreeable or even offensive. Under such circumstances, I agree to approach my class work with an open mind and take into account the diversity of viewpoints, beliefs and backgrounds inherent to the Training Center learning experience. By the same token, I will exercise good judgment when participating in class activities and avoid engaging in conduct that rises to the level of abuse, such as targeted attacks directed at a particular individual. Finally, I understand that if I am exposed to and/or experience any conduct that makes me uncomfortable and/or that I believe oversteps the bounds of what is acceptable in an improv theater / comedy setting, I am not required to participate, and should discuss the matter with Kerry Sheehan or Diane Gaerlan.

**Kerry Sheehan**, President of the Second City Training Center

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**Diane Gaerlan**, Director of Human Resources

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