



Laughing Pig Theatre Student Handbook

Hello and welcome to Laughing Pig Theatre. We are so excited to share this program with you. At Laughing Pig we believe that the arts have a life-changing power. Whether you are an experienced artist pushing your limits or a newcomer exploring your creative side for the first time, honing these skills can give you greater insight into humanity, identity, and the world around us. We hope you enjoy your time with us and we cannot wait to have you back again!

Accessing Class

Currently, all of our classes are being taught virtually through Zoom, so you will need a device with a camera, sound, and internet access. If you have not used Zoom before, you can download it for free either at the App Store/Play Store on your device or at <https://zoom.us/>.

Once downloaded, you can access the class by clicking the link you receive in your email. You will be prompted to enter your name. Please type in whatever you'd like to be called as well as your pronouns. When you enter, make sure your microphone is muted (the microphone will be at the top or bottom of your screen and should have a line through it). If you would like to learn more about Zoom before joining your class, you can see their FAQ's here: <https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions>

Zoom Class Etiquette

One of the benefits of virtual courses is the ability to participate from the comfort of your own home. Classes do not have any dress requirements unless specifically stated, such as for certain dance classes or classes that may get messy. Please make sure you are joining class in a fairly quiet spot, and if you are not actively participating at the moment, please mute your microphone to avoid distracting others.

We encourage you to keep your camera on during class to get the most of your experience, but if you need to turn it off for any reason you may do so. While your camera is on, please make sure anything that is visible is appropriate for others to see.

Stay focused and actively participate during class when you are comfortable. Research has shown that the more you engage in an online course, the more successful you will be!

Cancellation/Refund Policy

No refunds can be given for classes without extenuating circumstances. If you are unable to participate in the class you purchased, please contact us as soon as you are able. Refunds will only be granted if approved by The Laughing Pig Theatre Board.

If Laughing Pig Theatre is forced to cancel a class before it begins, a full refund will be issued. If an individual week of class is cancelled, Laughing Pig Theatre will reach out to schedule a make-up class. If a make-up class is unable to be arranged due to scheduling conflicts, we will contact all students about other options.

Attendance Policy

Students are responsible for attending class each week. If you know that you will be late, please contact us as soon as possible. There is no penalty for missing class, however please remember that refunds will not be granted for multiple absences without extenuating circumstances approved by the Laughing Pig Theatre Board.

Financial Assistance

If you are unable to make the full payment for your class during registration, please contact us as soon as possible. Payment plans can be discussed upon request. Student in Need Scholarships may be available, but acceptance is extremely limited and based on available funding.

Supply Kits

If your class requires specific supplies and you are not able to obtain them, they can be provided for you at an additional fee. If you live outside of Phoenix, there may be a charge for shipping. We are not able to ship out of the Continental U.S. at this time. Please contact us as soon as possible if you need assistance with this.

Accessibility

Laughing Pig Theatre strives to remain as accessible as possible with all of its programming. If you require particular accommodations to participate, please contact us as soon as possible. Zoom already provides some accommodations for its users as well, which you can learn about here: <https://www.zoom.us/accessibility>

Waiver

By registering for this class as a participant, or parent or guardian of a participant, you grant permission to participate in the selected Laughing Pig Theatre class. You are demonstrating that you understand and agree that you or the participant may be photographed or recorded for promotional purposes by Laughing Pig Theatre. You also understand that there may be physical activity involved in a class and a risk of injury to you, the participant or others. Considering these risks, you waive, release, discharge and hold harmless Laughing Pig Theatre and its employees, volunteers and supervisors. This waiver does not extend to any such claim or liability that is caused solely and exclusively by the gross negligence of Laughing Pig Theatre or its employees, volunteers or supervisors. By accepting these terms you are also agreeing that you or the participant will abide by the attached Code of Conduct during classes, and that failure to do so could result in disciplinary action including expulsion from class without refund. If you have any concerns about the above consent, please contact us before class begins.

Contact

If you have questions or concerns about anything discussed here, please email admin@laughingpigtheatre.org or call us at (928) 421-1195.

To learn more about what Laughing Pig has to offer or to get involved with the company, sign up for our newsletter or search for opportunities at <https://www.laughingpigtheatre.org/>.



Code of Conduct, Sexual Harassment, and Inclusivity Statement

Laughing Pig Theatre Co. strives for an equitable working environment where all people regardless of race, religion, ethnicity, political beliefs, national origin, differing abilities, sexual orientation and gender identification are welcome to our discussions, events, rehearsals, performances, and all supplemental programming. Being an educational driven entity, we are all too keenly aware of the past practices within the theatre and larger artistic community and we aim to move forward with thoughtful, specific, and inclusive practices.

We are committed to all of our environments to be free of all forms of discrimination and behaviors that can be considered threatening, coercive, harassment, violent, or disruptive to an equitable and open artistic experience for artists and audiences alike. Yet we acknowledge that the theatre's intention is to challenge artists and audiences, and may come upon a difference of opinion based on moral or ethical historical standards, in our aim to challenge oppressive norms we may come up against those resistant to our mission and vision. Adult situations and language will be carefully considered and we aim to provide all appropriate labeling and information to those experiencing our programming. Laughing Pig Theatre, if met with individuals that do not respect these values, reserve the right to discontinue a relationship with those involved in the work or as an audience member.

Prohibition against harassment and discrimination

Laughing Pig Theatre envisions a work and artistic environment free of harassment or discrimination of all kinds. We acknowledge that the truth of the stories we tell may dictate the age, type, gender, ethnicity, national origin, sexual orientation, gender identity, and persons of different abilities. We aim to purposefully select material that includes and serves all kinds of people within a reasonable calendar time period. All considerations are made with respect to our mission:

Laughing Pig Theatre is dedicated to creating exciting opportunities for artists to challenge themselves and their audience. It is just as important for them to maintain a safe and accessible platform for anyone new to theatre to test their own abilities through workshops and classes.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive. These rules apply to all genders and intentionally include trans-gender or gender-fluid individuals. **The following are**

examples of conduct that, depending upon the circumstances, may constitute sexual harassment:

- Unwelcome sexual jokes, language, epithets, advances or propositions;
- Written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual;
- The display of sexually suggestive objects, pictures, posters, or cartoons;
- Unwelcome comments about an individual's body;
- Asking questions about sexual conduct;
- Unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures;
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment, or promises of the same;
- Any intimidating behavior, words, gestures, written or oral that may be construed as harmful, violent, or objectionable;

In addition, other forms of harassment include, but are not limited to:

- The threat of physical intimidation or violence
- Offensive jokes or slurs
- Ridicule or mockery
- Insults or put-downs
- Offensive objects, pictures, or videos shown in the workplace or shared on social media directed towards company members
- Verbal or physical intimidation
- Hostile behavior that is considered disruptive or threatening

What to do if you experience harassment or discrimination:

If you are experiencing it first-hand or are witness to it, take action immediately and please either address the offender directly or please promptly and in confidence inform either the hired director or stage manager for your projects, your teacher, or your classroom monitor. If for whatever reason you do not feel comfortable informing one of these individuals, or are not able to safely do so, you can report the incident to:

1. Taylor Moschetti, Artistic Director (taylor.moschetti@gmail.com)
2. Tony Moschetti, Executive Director (tony.j.moschetti@gmail.com)
3. General E-mail: admin@laughingpigtheatre.org or call us at (928) 421-1195
4. Any Member of the Board of Directors
5. To report anonymously, please use this form: <https://forms.gle/EAYM23n94KKvvrZZA>

All reports will be followed up promptly. In conducting its investigations, Laughing Pig Theatre will strive to keep the identity of the reporting party as confidential as possible, while conducting an adequate review and investigation. There will be no retaliation against an individual who has made a report or who has cooperated with an investigation.