

UCI Claire Trevor School of the Arts



STUDENT HANDBOOK:

A YOUNG ARTIST'S GUIDE TO A THRIVING SUMMER

SUMMER 2017



SUMMER ACADEMIES IN THE *arts*

CLAIRE TREVOR SCHOOL OF THE ARTS
SUMMER ACADEMIES IN THE ARTS STAFF

CTSA Administrative Officers:

Stephen Barker – Dean
Deborah Stansbury Sunday – Assistant Dean
Megan MacDonald – Director of Outreach Programs
Jeff Stube – Facilities Manager
Amy Kim – Director of Student Affairs
Kaysie José – Outreach Programs Coordinator

Department Chairs:

Kevin Appel – Art
Dr. Lisa Naugle – Dance
Dr. Daniel Gary Busby – Drama
Dr. Michael Dessen – Music

PROGRAM CONTACT INFORMATION

KAYSIE JOSÉ – PROGRAMS COORDINATOR

SUMMER ACADEMIES IN THE ARTS

KJOSE@UCI.EDU

949.824.4647



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WELCOME CLASS OF 2017!

We are thrilled you have chosen to attend UC Irvine's Claire Trevor School of the Arts Summer Academies in the Arts! Our staff and instructors are eager to provide you with a unique educational experience that will also prove fun and rewarding.

Whether or not this is your first time joining us, we understand that anticipating a new experience can be exciting yet challenging. This Student Manual will provide an overview to help you become familiar with what to expect as a Summer Academies student, but also what we expect from you. If you reach the end of this manual and still have further questions, please don't hesitate to ask.

We look forward to working with you to provide an enriching summer experience that we hope will positively prepare your future as an artist, a student and a citizen.

HISTORY OF CLAIRE TREVOR SCHOOL OF THE ARTS

As UCI's creative laboratory, the Claire Trevor School of the Arts explores and presents the arts as the essence of human experience and expression, through art forms ranging from the most traditional to the radically new. Our international faculty works across a wide variety of disciplines, partnering with others across the campus; our national-ranked programs in art, dance, drama, and music begin with training but end in original invention. Our students come to UCI to learn to be citizen-artists, to sharpen their skills and talents, and to become the molders and leaders of world culture.

The Trevor School has proven itself to be a national leader in training emerging artists and performers since its establishment in 1965. It was originally known as the University of California, Irvine's School of Fine Arts, but with its expansion of programs and focus over the years, it evolved into the School of the Arts. In 2000, the School was named in honor of Academy Award-winning actress Claire Trevor and her involvement with the School and its students.

The School delivers a superb developmental experience, combining superlative artistic training with a top-ranked liberal arts education; it is home to the departments of Art, Dance, Drama, and Music. Undergraduate and graduate degree courses include extensive studio, workshop and performance experiences, theoretical and historical studies, and arts and technology practices. The Department of Drama and the Department of Theatre and Dance at UCSD offer a Joint Doctoral Program in Drama and Theatre, the only one of its kind in the UC system and indeed in the US.

The arts campus provides excellent facilities to support creative development and after-class life, including six theatres, a concert hall, three art galleries, the Beall Center for Art + Technology, electronic music studios, cutting edge costume, lighting, and scenic design studios, a stage production shop, digital arts labs, and a video production studio. We are one of the only university campuses in the area to house a Motion Capture Studio and a fully equipped Meyer Sound Lab.



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OUTREACH AT CLAIRE TREVOR SCHOOL OF THE ARTS

The mission of Outreach at the Claire Trevor School of the Arts (CTSA) is to provide the community with access to CTSA's arts resources.

Over the past several years, CTSA has enhanced its social and community engagement through various programs, as well as through projects designed to provide access to our school's arts resources. Outreach at CTSA partners with local schools and arts organizations to share the talents and knowledge of our students, faculty and staff with people of all ages. Composed of several community-minded programs, we introduce children to the arts, prepare middle and high school students for the next step in their arts education, and provide adults with active experimental immersion in the arts to help enrich lives. Programs include Creative Connections, Collaborative Arts Development Experience (CADE), Summer Academies and Weekend Academies in the Arts.

Studies show that adults and young people who are deeply engaged in the arts are more likely to volunteer, vote and are more civic-minded than those who do not actively participate in the arts. Additionally, students who have intensive arts experiences show better academic achievement than do their peers. CTSA's programs support the mission of the school as conduits for community engagement, fostering leadership both in the young artists who participate in them and in the CTSA students and faculty who facilitate them.

SUMMER ACADEMIES IN THE ARTS

The Summer Academies in the Arts are college and career preparatory intensives for high school and middle school students to attend focused workshops in Art, Dance, Drama, Music and Technology that enhance students' marketable skills and support career goals, self-confidence and leadership. Talented and motivated Summer Academy students receive practical conservatory-style instruction in small classes taught by UCI affiliated graduate instructors, professionals in the field and faculty. Students experience life as undergraduate arts majors through technical and practical training in each discipline. Coursework is intended to be rigorous and as close to college level as possible, with some intensives requiring the submission of placement audition videos.



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LOGISTICS

From registration to your final class day, we want to ensure that your experience is thoroughly enjoyable and hassle-free. Please review the following information regarding the logistics of the Academies in Art, Dance, Drama and Music, so you may be prepared yourself prior to your arrival on the first day. For more information regarding our Technology Academies, please email beallcenter@uci.edu.

DROP OFF AND PICK UP

On the first day of your Academy, students will check-in at the CTSA Arts Plaza, in front of Winifred Smith Hall, then attend a brief orientation before heading to class. Each subsequent day from then, all students, including middle school students, are responsible for getting to class on their own and on time. There will be staff monitoring the area to make certain that students are finding their way. Attendance will be taken at the beginning of every class, and should a student not be present, we will reach out to their primary emergency contact to double check their absence.

Parents/guardians may drop off/pick up students on the third floor of the Mesa Parking Structure, which has direct access to a pedestrian bridge connecting to the Trevor School facilities, or at the loading/unloading area in front of the Bren Events Center on Mesa Road. For an interactive map of our campus, please visit [here](#) and search Arts under "Schools and Academic Units".

Should you anticipate your student being tardy for class, needing to leave early, getting picked up late, or to report an absence, please notify the Program Coordinator immediately by emailing artsoutreach@uci.edu or calling 949.824.4647.

PARKING

Parking is available in the Mesa Parking Structure on Mesa Road between University and W. Peltason Drive. Parking passes must be purchased either at the kiosk on the first level of the structure, or can be paid for by the hour at the self-service kiosks on each floor. Parking is \$2/hour or \$10/day in spaces not labeled "Reserved". More information and prices are available online at the [UCI Transportation](#) website. ***Parking regulations are strictly enforced on the UCI campus. All vehicles must possess a valid permit while on campus.***

LUNCH

There will be a one (1) hour dedicated for lunch every day. Students are encouraged to bring a bag lunch with them, as well as water and snacks. They may also bring money to purchase food at our on-campus dining facilities. A complete list of locations and hours of operation can be found on the [UCI Dining](#) website. Please note that all students in **middle school specific Academies are required to bring lunch** as there will not be adult supervision available to accompany them to other dining locations. For an additional fee, lunch can be provided each day Monday-Friday, except holidays. Contact the Program Coordinator for details.



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UNIVERSITY CREDIT

University credit is available by enrolling as a student through UCI's Summer Session office. Students will incur an additional fee of \$446 on top of your Academy registration - \$171 for course fees and a \$275 mandatory campus fee. To qualify, students must be a Junior or Senior high school student as of Fall 2017 with an unweighted GPA of 3.0, or be a current college student. If interested, please email artsoutreach@uci.edu to attain more information, including required forms, in order to register for credit. Last day to enroll for credit without a \$50 late fee is June 23, 2017.

International students also qualify to receive credit, but require additional documentation. Please email us for more information.

ATTENDANCE AND ABSENCES

Class attendance is mandatory and unless specifically excused, students are required to attend all classes. Repeated absences or lack of full participation will lead to loss of college credit and/or dismissal. Should a student need to skip a day, arrive late, or leave early, their primary parent/guardian must inform the Program Coordinator to properly have them excused. All requests must be formally emailed to artsoutreach@uci.edu or call 949.824.4647 beforehand. After three (3) unexcused absences, you will be asked to leave at the Program Coordinator or designee's discretion.

HEALTHCARE AND INSURANCE

Staff is on duty to administer first aid for minor injuries or sickness. Staff is not responsible for administering prescribed medication. Please include participant's medical conditions and/or special needs in their registration, and if necessary, provide a copy of the student's insurance information in case of emergency to check-in on the first day of class.

In the event of an emergency, students will be transported to the nearest hospital emergency room. Nearby hospitals are:

Hoag Memorial Hospital Presbyterian

One Hoag Drive
Newport Beach, CA
949.764.4624

Hoag Urgent Care Irvine

4900 Barrance Parkway, Suite 103
Irvine, CA 92604
949.791.3106

Kaiser Permanente

6670 Alton Parkway
Irvine, CA 92618
949.932.5000



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WAIVERS AND FORMS

All participants are required to submit the necessary forms in order to participate in the Academy courses. Failure to do so will result in the student not being allowed to participate in coursework until the forms have been submitted. Fees for missed classes will not be refunded.

Please download, read, sign and return the following forms: [Code of Conduct](#), University Waiver ([Commuter](#) or [Overnight](#)), [Photo Release](#), and [Overnight Agreement](#) (if applicable). You may submit the completed forms by emailing them to artsoutreach@uci.edu, or bringing them to check-in on the first day of class.

DIRECTIONS

DRIVING:

- From 405 Freeway North:
 - Exit Jamboree Rd.
 - Right onto Jamboree Rd.
 - Left onto Campus Dr.
 - Right onto University Dr.
 - Left onto Mesa Rd. onto UCI campus
 - Mesa Parking Structure is on your right
- From 405 Freeway South
 - Exit Culver Dr.
 - Left onto Culver Dr.
 - Right onto University
 - Pass Campus Dr., next signal is Mesa Rd.
 - Left on Mesa Rd. into UCI
 - Mesa Parking Structure is on your right

FLYING:

The closest airport to UC Irvine is John Wayne International Airport (SNA) <http://www.ocair.com/>. From this airport, you can directly access the 405 Freeway. The drive from SNA to the UC Irvine campus is approximately ten (10) minutes.

If you are unable to get to camp from the airport, please contact us at artsoutreach@uci.edu at least two (2) weeks in advance of your arrival with flight information, and we will help you arrange transportation.

CANCELLATIONS AND REFUNDS

The initial deposit (\$100 for Commuters, \$500 for Overnights) is non-refundable, no exceptions. Cancellations will be accepted through Friday, June 2nd, 2017 for a full refund, minus the deposit. Cancellations made after June 2nd, 2017 will receive a partial refund, minus the deposit and a \$200 late fee.

If a student must withdraw for personal or medical reasons on or before Wednesday of the first week of their Academy, we will refund all tuition paid, minus the deposit. If a student withdraws from the Summer Academies for personal or medical reasons after Wednesday of their first week, we will refund 50% of tuition paid, minus the deposit.

All cancellations must be made in writing to artsoutreach@uci.edu. Please allow 6-8 weeks processing time for all refunds.

For refunds regarding university credit, please visit the UCI Summer Session website at <https://summer.uci.edu/services/registration/refunds.aspx>.



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POLICIES & PROCEDURES

When you arrive at CTSA's Summer Academies, you are joining a community. In any community, a certain amount of organization and structure is required. This structure protects the program, the rights of the individual, and promotes community spirit and cooperation. **It is imperative that all students know the following rules and policies as violation of any of the below may result in immediate expulsion without warnings:**

1. Use, possession or knowingly being in the presence of others who are using or possess drugs, drug paraphernalia, or alcohol.
2. Use or possession of any tobacco products.
3. Use or possession of lighters, matches or other objects used to produce an open flame.
4. Sharing personal prescription medication and/or taking prescription medication not prescribed to you.
5. Possession, use, or discharge of a weapon, real or toy.
6. Possession of any dangerous materials, including but not limited to explosive, flammable, and/or hazardous materials.
7. Sexual harassment.
8. Physical violence, intimidation, verbal abuse, threats or harassment directed towards any Summer Academies or UCI student, teacher or staff member.
9. Vandalism, which includes graffiti.
10. Damage or theft of possessions of fellow students, staff or property of Summer Academies or UCI.
11. Involvement in any illegal action.
12. Leaving class and/or the UCI campus during unauthorized hours without permission.
13. Missing students resulting in Summer Academies program contacting the local authorities.
14. Upon the 3rd unexcused absence, you will be asked to leave at the Program Coordinator or designee's discretion.
15. Inability to function adequately in class for any reason, such as lack of sleep, prolonged illness or improper eating habits.
16. Disregard and/or defiance of staff and/or instructors' requests, and/or disruption of classes, performances or any other activities.

For more detailed information, please refer to [UCI's Policies and Procedures](#) and the University of California's policies on [Conduct of Non-Affiliates in the Buildings and the Grounds of the University of California](#).

Special Note to Summer Academy students 18 years old+ and their parents/guardians: By accepting the offer of admission to the Summer Academies in the Arts, you agree to abide by all rules and policies despite the fact that they may be more restrictive than you are accustomed to in your home environment. If you feel that these rules are too restrictive or invasive of your privacy, we encourage you to reconsider your decision to attend our Summer Academies program.



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ALCOHOL AND DRUGS

The Summer Academies staff feels strongly that substance abuse is a significantly dangerous threat to our society and to the health and well-being of artists and performers.

As a state agency, the Summer Academies is obliged to observe all federal, state and local laws and ordinances. As stipulated in the preceding section, any student whose behavior or conduct subverts or violates any law regarding alcoholic beverages, drugs or controlled substances, will be immediately expelled from the program. This includes students who, in the opinion of the administration, are knowingly in the presence of those using or possessing alcohol or drugs. Additionally, the program will fully cooperate with any law enforcement or governmental agency in the prosecution of any violations of existing statutes regarding controlled substances or alcoholic beverages.

Remember:

- **It is illegal to possess, use or otherwise be involved with any illegal drug or other controlled substance.**
- **It is illegal to provide or share personal prescription medications with any other individual or to take a prescription drug not prescribed to you.**
- **It is illegal for anyone under the age of 21 to purchase, possess or consume alcoholic beverages.**

MARIJUANA

Despite passage of Prop 64, possession of marijuana is strictly prohibited at the Summer Academies. If you have a prescription for marijuana, you must discuss your condition with the Program Coordinator prior to your arrival on the UCI campus. UCI reserves the right to have its authorized agents or employees enter the premises at any time, without prior permission, to investigate when a reason to suspect that a violation of Summer Academies and/or UCI policies may be occurring. If marijuana is found in your possession, prescription or otherwise, you will be expelled immediately.

For more information, please refer to [UC's marijuana and drug policy](#).

SMOKING

Effective January 2, 2014, the University of California issued the system-wide [Policy on Smoke and Tobacco Free Environment](#) intended to provide healthier, safe and productive work and learning environments. UCI is a Smoke-Free Campus and therefore, smoking, the use of smokeless tobacco products, electronic smoking devices (e.g., e-cigarettes, vapor cigarette, personal vaporizer, or PV), and the use of non-regulated nicotine, are prohibited on all UC Irvine controlled properties, including indoor and outdoor spaces and parking lots. [California Penal Code Section 308\(b\)](#) prohibits possession of any tobacco product by someone under the age of 18. Minors in California are prohibited from having a pack of cigarettes/cigars or a single cigarette/cigar, or matches, lighters, and pipes used for smoking. For more information, please refer to UCI's Policies and Procedures [Sec. 903-14: Smoke and Tobacco Free Environment Guidelines](#).



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WEAPONS AND DANGEROUS MATERIALS

Possession of a weapon, real or toy, in a public school is a violation of state law. Any weapons, including dangerous materials, found on campus will be confiscated and turned in to the local police. **Any students found in possession of any weapon and/or dangerous materials will be immediately reported to the local police and will be expelled from the Summer Academies program, no exceptions.**

SEXUAL VIOLENCE AND HARASSMENT

The Summer Academies and UCI has zero tolerance for sexual violence, harassment and retaliation. As stated by UCI's Office of Equal Opportunity and Diversity, "The University of California, Irvine is committed to creating and maintaining an environment in which all persons who live, work, and learn in our campus community can be free of all forms of sexual assault, sexual misconduct, domestic violence, dating violence, stalking, and retaliation. Every member of the University community should be aware that sex offenses are prohibited by law as well as our University policy and will not be tolerated."

Sexual harassment is generally defined as unsolicited and unwelcome sexual advances and/or requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature when:

- **Quid pro quo** (in Latin it means "this for that") sexual harassment occurs when a teacher or school employee offers you a better grade or treats you better if you do something sexual. It could also be a threat to lower your grade or treat you worse than other students if you refuse to go along with a request for a sexual favor. For example, if your teacher says, "I'll give you an 'A' if you go out with me," or "I'll fail you in this class if you don't have sex with me", this is sexual harassment.
- **Hostile environment** sexual harassment occurs when unwanted sexual touching, comments, and/or gestures are so bad or occur so often that it interferes with your schoolwork, makes you feel uncomfortable or unsafe at school, or prevents you from participating in or benefiting from a school program or activity. This type of harassment does not have to involve a threat or promise of benefit in exchange for a sexual favor. The harassment can be from your teacher, school officials, or other students.

Sexual harassment can happen to girls and boys. Sexual harassers can be fellow students, teachers, principals, janitors, coaches, and other school officials. Sexual harassment is different from flirting, playing around, or other types of behavior that you enjoy or welcome. Sexual harassment can be bad enough or happens often enough to make you feel uncomfortable, scared or confused, and can interfere with your schoolwork or your ability to participate in extracurricular activities or attend classes. Examples of harassment prohibited by this policy may include, but are not limited to:

- Verbal – comments about your body, spreading sexual rumors, sexual remarks or accusations, unwanted advances, unwanted propositions of a sexual nature, dirty jokes or stories
- Physical – grabbing, rubbing, flashing or mooning, touching, pinching in a sexual way, intentionally blocking normal movement, sexual assault and rape
- Visual – displays of naked pictures or sex related objects, obscene gestures



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WHAT DO WE DO to prevent child neglect and abuse?

During your time with us, our students and those that support them will come across a variety of Summer Academies staff members – from instructors, to counselors, to professional staff – all of whom dedicate their time and energy in helping shape this successful program. All Summer Academies staff are considered employees of the University, and are therefore held to the same standards and expectations of the institution.

We do our due diligence in screening, hiring and training our staff so they may provide all our students with quality service and a worthwhile experience. All Summer Academies staff are required to complete background checks and fingerprinting in order to participate in our program. Each individual must go through proper training regarding youth protection, including Mandated Reporter training in which they are required by law to report any known or suspected incidents of minor abuse.

For more information regarding Background Check Procedures, please refer to [UCI's Administrative Policies and Procedures Sec. 300-10](#). For more information on reporting child abuse and neglect, please refer to the [University of California's CANRA Policy](#).

WHAT SHOULD YOU DO if you think you are being sexually harassed?

TELL SOMEONE IMMEDIATELY. You may report the offense(s) to the following:

- **The Summer Academies Coordinator** by emailing kjose@uci.edu or calling 949.824.4647.
- **UC Irvine Police Department** by filling out a report at their office or calling 949.824.5223.
- **UCI Office of Equal Opportunity and Diversity** by calling 949.824.5594.
- **Discrimination and Sexual Harassment Hotline** by calling 929.824.7037.

In the case of reported alleged offender, UC Irvine will conduct a full investigation following a carefully designed course of due process, keeping the safety of the child at the highest priority.

Here are some things you and/or your parents/guardians can do:

- **Don't blame yourself.** The person who is harassing you is the one doing something wrong and you haven't done anything to cause the harassment, even if you flirted with this person or liked him/her.
- **Say "No" Clearly.** Tell the person who is harassing you that his/her behavior offends you. They may not realize how hurtful their behavior is and may need a clear message from you to stop. If the harassment does not end, promptly write a letter asking the harasser to stop. Keep a copy of the letter.
- **Write down what happened.** When someone harasses you or makes you feel uncomfortable, write it down – what happened, the date it happened, where it happened, and who else may have seen or heard the harassment. Also write down what you did in response, and how the harassment made you feel. Save any notes or pictures the harasser sent you. It is a good idea to keep the record somewhere besides school, such as your home or another safe place.



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- **Report the Harassment.** It is very important that you tell a Summer Academies staff, instructor, or UCI official should you have been a victim of sexual harassment and/or violence. If you do not report the incident(s), then there is no way of anyone knowing and being able to help you. If you do not feel comfortable telling someone by yourself, get the help of your parent/guardian or pick another adult who you trust to go with you.
- **Protect your Fellow Students.** Most incidents of sexual harassment go unreported. If you see or suspect a fellow student that you think is being harassed, encourage that student to talk to a Summer Academies employee or other adult. Employees found to have harassed will face disciplinary or other action, up to and including termination. Students found to have harassed will be expelled immediately without probation.

For more information, please refer to UCI's Policies and Procedures [Sec. 700-17: Guidelines for Reporting and Responding to Reports of Sex Offenses](#).

BULLYING

Bullying, including when the behavior of one person hurts or harms another, either emotionally or physically, will not be tolerated. Behaviors may include fighting, hitting, name calling, gossiping and/or leaving someone out on purpose. Violent behavior, threatening acts, or any other unusual or unacceptable behavior should be reported to the Program Director immediately.

NONDISCRIMINATION

It is the policy of the University of California not to engage in discrimination against or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, genetic information, ancestry, marital status, sexual orientation, citizenship, or service in the uniformed services.

To report incidents of discrimination, you may contact the following:

- The Summer Academies Coordinator by emailing kjose@uci.edu or calling 949.824.4647.
- UCI Office of Equal Opportunity and Diversity by calling 949.824.5594.
- Discrimination and Sexual Harassment Hotline by calling 929.824.7037.

For more information on, please refer to UCI's Policies and Procedures [Sec. 700-18: Guidelines for Reporting and Responding to Reports of Discrimination and Harassment](#).

VANDALISM

The marking or tagging of any surface anywhere on the UCI campus outside of class assignments will be considered vandalism and grounds for expulsion. Summer Academies students may not paint, mark or in any way deface floors, ceilings, doorframes, and unpainted doors, or door hardware. Spray paints and other hazardous/toxic materials may not be used as this a health hazard.



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DRESS CODE

For the health and safety of all, students are required to wear shoes and shirts at all times. During some movement classes, shoes may be removed. However, you may not leave a classroom or rehearsal space without shoes, no exceptions. Sandals, flip-flops, tennis shoes, etc., are all acceptable footwear. If working in shops (metal, wood, ceramics, etc.), students must wear closed-toed shoes.

CELL PHONES, COMPUTERS, AND OTHER ELECTRONICS

The phone numbers provided in your registration will be our primary way of communicating with students and parents/guardians. We ask that you provide a phone number that you frequently access that has a working voice mail system that you regularly check. If a student is missing from class or an activity, the Summer Academies staff will call this number. If not answered, they will proceed to call the student's emergency contacts, and repeat until someone is reached.

The use of cell phones or any other electronic devices during class time or performances is strictly prohibited, unless deemed appropriate by the instructor. If your phone disrupts the class, the instructor has the right to confiscate the device and the Program Coordinator will determine the length and time of restriction. Cell phones may be used before and after class, and during meal times.

SOCIAL MEDIA POLICY

Students may not receive personal contact information from the Summer Academies staff while the Academies are in session. This includes personal email, "friending" on Facebook, following on Instagram, Twitter, Snapchat, etc. If students wish to keep in touch with any of the Summer Academies staff after the program is over, instructor and parental/guardian consent is required before an exchange of information can occur.

Photography of Summer Academies participants will only appear on CTSA's social media should the student and parent/guardian sign for approval with the Photo Consent form. We will never provide personal information of the student when posting online.

CAMPUS BOUNDARIES

Students are limited to the facilities of the Claire Trevor School of the Arts – bounded by the Mesa Parking Structure footbridge, the Humanities footbridge and the Beall Center for Art + Technology building. Unless required for class and supervised by their instructors and/or Summer Academies staff, students may not leave these boundaries. The only exception to this rule is during lunch time, when high school students may visit our on-campus dining locations. Refer to [Lunch](#) section in this manual for more information.



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LOST AND FOUND

Any lost items should be given to Summer Academies staff, who will then give to the Program Coordinator. If you lost or left anything behind upon leaving the Academy, contact the Outreach department at artsoutreach@uci.edu.

MISSING/LOST STUDENT

In the event a student is missing, the following actions will be considered:

- Staff will make an initial search of the area.
- The Summer Academies staff will contact the student's primary emergency contact to ensure they are not mistakenly absent.
- If the student is not located within 5 minutes, staff will notify the UCI Police Department by calling 911 to assist in the search. UCIPD will determine if outside authorities should be notified.
- A detailed description of the student will be prepared and provided, including: name, age, height, weight, hair color, skin color, eye color, clothing description, prominent features, recent photograph (if available), and any medical conditions.
- If a suspected child abduction has occurred, immediately notify UCIPD by calling 911.

DISASTER PREPAREDNESS

Should any major disaster occur, listen to the Summer Academies staff or any nearby UCI faculty/staff for instructions.

- During an Earthquake:
 - Stay calm.
 - Immediately get under a table, desk or stand in a doorway.
 - Keep away from windows, bookshelves and heavy equipment.
 - If you are in a lab or shop with caustic materials, move as fast as you can away from these materials.
 - If in shop areas, drop to the floor to avoid being thrown into machinery. Turn off equipment if possible.
 - If outdoors, move to an open area away from buildings, trees, power poles, and other objects that could fall.
 - Know your evacuation sites and quickest route from the buildings to this area.
- Evacuation Procedures for Any Emergency:
 - Exit according to predetermined routes.
 - Do NOT use elevator, instead use the stairs.
 - Walk carefully and quickly; do NOT run.
 - Stay to the right of hallways and walkways to allow others to merge. Remain calm and orderly.
 - Do not tie up the phone lines unless you have an immediate emergency.
 - Do not wander around and go sightseeing.
 - Remember the safety of others and cooperate with safety officials.

For more information, please refer to UCI's Policies and Procedures [Sec. 905-30: Emergency Management Policy](#).



SUMMER ACADEMIES IN THE *arts*

COPYRIGHT AND OWNERSHIP REGISTRATION

Summer Academies follows the University of California's policy on [Copyright Ownership](#), and any subsequent amendments. Nothing in this handbook is intended to, nor does, supersede any California or Federal law regarding rights of publicity, privacy, trademarks, and copyright.

DISCIPLINARY ACTION

Disciplinary action in response to infractions of the rules is left to the discretion of the program and School, which reserves the right to take all actions it considers to be in the best interest of the student, the student body, the program, and the School. Should any student's behavior violate any of the rules, formal disciplinary action may occur as follows with the Program Coordinator or their designee maintaining complete discretionary power to determine whether parental/guardian notification, probation and/or immediate expulsion is warranted.

- **CLASSROOM INFRACTIONS:** Any student who, in the opinion of the academic department chairperson, has seriously breached the rules and expectations of that department regarding handling of equipment and materials, the privacy and rights of other students, or participation in inappropriate classroom behavior, may be expelled from camp upon the first infraction without warning.
- **ALL OTHER INFRACTIONS:** All other infractions will be handled by the Program Coordinator or designee. The student's actions will be documented in writing and Summer Academies administrators will be informed of the infraction. The student will be scheduled for a meeting with the Program Coordinator or agent or appropriate staff and/or faculty. After ascertaining the facts of the situation, the Program Coordinator or agent will determine whether parental/guardian notification, probation and/or expulsion are warranted.
- **EXPULSION:** In the event of an expulsion, the student's parents or guardian will be contacted to make arrangements for the student's return home on the same day of expulsion. No expelled student may continue taking class or continue residing on campus. A dismissal letter indicating the cause of expulsion will be sent to the student's parents/guardians, and high school if found necessary.
 - Expulsion is at the absolute discretion of the Summer Academies administration. **NO REFUND of fees or award of college credit will be made to a student who has been expelled from Summer Academies.**

SUMMER ACADEMIES IN THE *arts*

OVERNIGHTS

REGISTRATION DEADLINE

The Overnight opportunity of the Summer Academies in the Arts is available based on enrollment. **The deadline to register for the Overnight option is May 22, 2017.** We reserve the right to cancel this portion of the Summer Academies at any time. In the event of cancellation, we will notify all those registered immediately, and you will receive a full refund, minus the Commuter fees. We will not provide alternative housing.

Please note that only students younger than 14 years old will not be allowed to participate in the Overnight portion, no exceptions.

HOUSING RULES AND REGULATIONS

When you move into the residence hall at UCI, you are both a tenant and guest. By accepting the invitation to become an Overnight Participant of the Summer Academies in the Arts, Class of 2017, you make a commitment as a student artist and as a member of a residential community. You and your roommate agree to jointly maintain your residence unit in a clean, safe, sanitary condition and promise to leave that unit in a clean and orderly condition at the conclusion of your residency. **It is imperative that all Overnight participants know the following rules and policies as violation of any of the below may result in immediate expulsion without warnings:**

1. You are officially checked in when you accept a key to your assigned room and are therefore subject to all residence requirements as established by Summer Academies, UCI Student Housing and the university.
2. If you return your housing key and leave the program for any reason, you are officially checked out of the program. At that time, you must immediately exit the campus. You are not permitted in any of the UCI facilities. Once checked out, you do not have a right to return to the program, no exceptions.
3. Your room assignment in the residence hall is from the day camp begins to the day camp ends. If you withdraw or are dismissed from the school prior to that date, you must vacate your room immediately and follow established check out procedures.
4. All housing assignments are made by the Summer Academies Program Coordinator. You may not switch or change your assigned room without prior approval.
5. You must observe all regulations regarding quiet hours, curfew and lights out.
6. Your assigned room is for the exclusive use of you and your assigned roommate. With the exception of authorized overnight campers, counselors, Summer Academies staff and residence hall staff, no one, including other campers not staying overnight, are allowed to step foot inside the residence hall, including the lobby—**no exceptions.**
7. There is to be no entering or visiting the residence hall areas restricted to students of the opposite sex.
8. The following items are not permitted in the residence halls: waterbeds, cooking appliances of any kind, fireworks, firearms or any type of weapon (real or toy), ammunition, any type of illegal drug, alcohol, skateboard, rollerblades, skates, bicycles, hooverboards, candles, incense, halogen lamps, combustible decorations, chemicals, spray paints, multiple electrical adapters and ungrounded electrical appliances, plug-in air fresheners or pets.
9. Instruments may not be played in the residence hall without permission. Art supplies may not be used or stored anywhere in housing facilities.
10. Caution should be used when leaving money and valuables in your room. You assume full responsibility for any loss or damage to your own property while residing on campus.



SUMMER ACADEMIES IN THE *arts*

11. Summer Academies Counselors and UCI Student Housing staff are working hard to provide you with a clean, safe and well-managed residence facility. Treat them with respect and courtesy at all times.
12. All interior walls are to be treated with care. Nothing can be taped, pasted, nailed, tacked to or hung on your room's wall without prior approval. You are responsible for leaving walls, ceilings, etc., in their original condition.
13. Any damage you cause to your accommodations beyond that arising from normal wear and tear **WILL BE PAID FOR BY YOU**. Failure to do so will result in an assessment of additional fees.
14. **The use of cell phones (calling, texting and video chat) is strictly prohibited after lights out at 11 pm.** Parents/guardians who need to reach students after curfew on an emergency basis only may do so by calling the responsible Counselor, who will get the message to the camper immediately. *Parents/Guardian: Please help your students stay out of trouble and do not call your students past lights out!*
15. To preserve the privacy of all residents, video chat is expressly prohibited in the dorm rooms unless you have permission from each person present in the room at the time of the video chat.
16. Vending machines cannot be used after lights out.
17. Furniture or furnishings may not be removed from any room. No furniture or furnishings may be taken from any common area into your room under any circumstances. If any item is lost, misplaced, damaged or stolen, you are responsible for its replacement.
18. Smoking by students anywhere on campus, in or outside of any UCI building, is prohibited. UCI is a non-smoking campus.
19. You must lock your room doors, bathroom doors, and windows whenever leaving your room. This is for the security and protection of you, as well as your roommate.
20. If your lifestyle or behavior consistently causes students to request a change in room assignments, you may be reassigned to a different room or asked to leave the program.
21. UCI reserves the right to have its authorized agents or employees enter the premises and/or student's room at any time, without prior permission, to make necessary inspections for maintenance and repairs, for the security of the student and other residents or for health, safety and emergency purposes and to investigate when a reason to suspect that a violation of Summer Academies and/or UCI policies may be occurring.
22. All Overnight participants must equally abide by the Summer Academies policies and procedures. Failure to violate any of the program and/or housing rules will result in disciplinary action and/or expulsion.

For more information regarding UCI Student Housing Policies, please refer to [UCI Student Housing's full policy guide](#).



SUMMER ACADEMIES IN THE *arts*

ARRIVAL AND CHECK-IN

Those participating in the Overnight portion of the Summer Academies will check-in to their assigned hall and room on the first day before class. More details regarding check-in will be emailed to you prior to your Academy.

At check-in, you will meet the Program Coordinator and your Counselors, and receive your keys and ID lanyard before proceeding to orientation. **Please bring a check or money order for \$105 made out to "UC Regents" as a key deposit. This will be returned to you when you hand in your keys at the conclusion of camp.**

After orientation, you will head to class and your belongings will be taken to the dorm for you by the Counselors. After your first full day of class, you will be able to go to your room, unpack and settle in before dinner.

If you are being driven to campus and need to park, parking permits are available at kiosk on the first level of the Mesa Parking Structure. See [Parking](#) section in this manual for more information. Please note that Overnight students are not permitted to bring their own vehicle.

You must wear your Summer Academies ID lanyard at all times, unless inside your room or in class. This includes walking around campus and during off-site field trips. Please don't leave your room without it!

CAMPUS LIFE

Located in the heart of Southern California's "Tech Coast," UC Irvine combines the best features of a suburban residential campus combined with convenient access to the cultural life of Los Angeles and the natural beauty of Southern California's beaches and mountains. Designed with the heavily wooded Aldrich Park as a tranquil center, the park is encircled by a pedestrian walkway known as Ring Road, which measures up to a perfect mile and allows quick access to all campus buildings.

The Claire Trevor School of the Arts is located on the outer edge of Ring Road by crossing the Humanities Bridge. With six on-campus theaters, The Beall Center for Art + Technology, four art galleries, a costume design and construction studio, a stage production shop, digital arts labs, a motion capture studio, and the Green Room café, the School provides excellent facilities to support artistic development and after-class life.

There are many resources available on campus, as well as restaurants and a convenience store. In the Student Center (across the Humanities Bridge and to the left), there are food courts, the Zot-n-Go market, a Wells Fargo Bank, several ATM machines, The Hill campus bookstore, a UPS Store, and a Starbucks. There are also two additional food courts located on the outskirts of Aldrich Park.

Across Campus Drive is University Town Center (UTC), which contains a U.S. Post Office, a Trader Joe's, a hair salon, a movie theatre, and many other retail shops and restaurants.

Summer Academy students are granted access to the CTSA campus at any time up until 10:00 pm room curfew. Access to Aldrich Park and the Main Campus is allowed with a buddy or counselor up until 5:00 pm, but after that must be accompanied by a counselor. Permission to walk to Main Campus and UTC is required at all times.

For more information regarding UCI Campus Life and surrounding areas, visit <https://uci.edu/visit/index.php>.



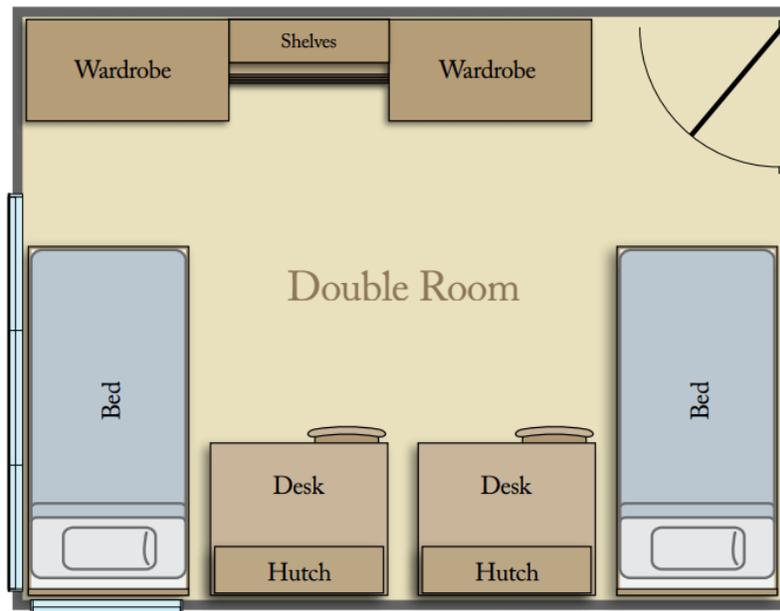
SUMMER ACADEMIES IN THE *arts*

RESIDENTIAL LIFE

All Overnight students will be staying in separate men and women's sections of the residence hall. Each room will be set up for double occupancy. Rooms are furnished with two single beds, two tabletop desks, two chairs, two single wardrobes, and a set of shelves. Each student will have a twin XL sized mattress supported by a bed frame and bed board or a portable cot. Linens are provided, but we recommend you bring your own sleeping bag, sheets, and comforter. Bathrooms are shared and separated by gender, with gender neutral restrooms available at nearby public community buildings. Residence halls have common areas, such as a TV Room, Kitchen and Study Lounge. No visitors are allowed in your dorm room or the residence hall at any time, under no circumstances.

For more information regarding the UCI Student Housing community, you may visit <http://www.housing.uci.edu/>.

SAMPLE FLOOR PLAN



Mesa Court Double Room
Approx 172 ft²

— .5" = 1'

BED: 82.5" w × 38" d × 24" h **MATTRESS:** XL twin
DESK: 42" w × 36" d × 30" h **HUTCH:** 40" w × 9" d × 28" h
WARDROBE: 48" w × 24" d × 84" h - with four 38" w shelves between them

SUMMER ACADEMIES IN THE *arts*

ROOM AND ROOMMATE ASSIGNMENTS

The Summer Academies Program Coordinator will assign students with roommates of whom they are reasonably compatible. Assignments will be made according to gender and age, but without racial, religious, regional or economic consideration. You will be informed of your assignment when you arrive for registration. An effort will be made to place you with students of different Academies to expand your interdisciplinary contacts.

There is no guarantee roommates will be similar in all traits. Communication between roommates goes a long way toward heading off potential problems and establishing understanding. Each person who enters a residence hall environment should expect that roommates and neighbors will have different outlooks, habits, likes, dislikes and lifestyles than their own. Unresolved issues or disputes must be taken to the Counselors for resolution.

Please note: Specific roommate requests are NOT guaranteed. In order for the Program Coordinator to take into consideration any specific roommate requests (i.e. "I want to room with my friend Peter Anteater"), the following criteria must be met:

- The student you are requesting to room with must also request you.
- There cannot be more than a one-year age difference between the students requesting each other.

All roommate requests must be submitted by the Overnight registration deadline of May 22, 2017.

COUNSELORS

Summer Academies Counselors will be residing in the residence halls with the Academy students for the entire duration of the program. These Counselors are UCI students who have knowledge and experience with CTSA, campus and all its available resources. They are available to the students as support systems, points of contact, chaperones for trips, and policy enforcers. But most of all, are here to make the students' summer experience enjoyable and memorable.

UCI Student Housing also employs Summer Conference Assistants who can be reached by phone for any additional assistance.

QUIET HOURS

UCI Student Housing houses multiple groups in their residence halls during the summer. And in efforts to be respectful to neighbors and the community, all students and staff must abide by set Quiet Hours. Quiet hours will be enforced from 10:00 pm to 8:00 am daily. Students may report any disturbance to their Counselor who will take appropriate action to enforce any Academy and Housing rules and policies.

GUEST POLICY

With the exception of authorized overnight participants, Counselors, Summer Academies staff and UCI Student Housing staff, no one, including other students not staying overnight, are allowed to step foot inside the residence hall, including the lobby—**no exceptions**.



SUMMER ACADEMIES IN THE *arts*

KEYS

For the security of you and your roommate, ensure you lock your room door, bathroom doors and any windows whenever leaving. If you have locked yourself out, you may borrow a key from the Summer Academies Program Coordinator, or call the Conference Office. If you think your room key has been lost or stolen, report it immediately to the Counselors or Program Director. You are responsible for a \$105.00 charge for a lost room key.

Please bring a check or money order for \$105.00 made out to “UC Regents” to be given as a key deposit at check-in. This will be returned to you when you hand in your keys at the conclusion of camp.

TYPICAL DAY

Each day will consist of scheduled classes and activities, as well as meals and downtime in rooms. Below are sample schedules:

Weekday:

7:00 am	Wake up
7:30-8:30 am	Breakfast
9:00-12:00 pm	Class
12:00-1:00 pm	Lunch
1:00-4:00 pm	Class
4:00-5:00 pm	Rest in room
5:00-7:00 pm	Dinner
7:00-10:00 pm	Activity
10:00 pm	Room Check
11:00 pm	Lights out

Weekend:

7:00 am	Wake up
7:30-8:30 am	Breakfast
10:00-12:00 pm	Trail hike
12:00-1:00 pm	Lunch
1:00-5:00 pm	Museum
5:00-7:00 pm	Dinner
7:00-10:00 pm	Movie night
10:00 pm	Room Check
11:00 pm	Lights out

PARTICIPATION

The primary reason for you coming to the Summer Academies is to grow as an artist through the academic and interdisciplinary program in classes, workshops, rehearsals and special experiences, such as performances, exhibits and co-curricular activities. In order to fully profit from this unique program, it is absolutely essential that you take advantage of ALL planned activities.

Attendance and participation is both a privilege and an obligation. Students are expected to attend all classes, performances, workshops and other activities scheduled by the staff. Any optional programs and/or activities will be clearly indicated ahead of time. Repeated absences, lack of full participation, or failure to follow instructions and/or rules in any planned activities will lead to loss of college credit and/or dismissal.



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MEALS

Meals are included with your Overnight costs, starting with lunch on your first day and ending with lunch on your last day. Most meals for the duration of the program will be served in UCI's newest dining facility, [The Anteater](#). Your Summer Academies ID badge is required to be served.

Mealtime is not only nutritionally important; it is also a time for social exchange and general relaxation. All students are expected to maintain a balanced diet. This includes eating breakfast, which is essential to help you deal with a very busy and demanding daily schedule. Meal times, unless otherwise stated, are as follows:

Breakfast: 7:30 am-8:30 am

Lunch: 12:00 pm-1:00 pm

Dinner: 5:00 pm-6:00 pm

Depending on your Overnight schedule, there may be certain days in which you will be spending some of your mealtimes off-campus. In these cases, the meals spent off-campus will still be provided to you. Any additional meals or snacks outside of this will be up to the student to pay for.

Cafeteria Rules:

- Bus your tray.
- No food fights.
- You **MUST** visibly wear your ID badge; you will not be allowed to get food without it.
- You may eat as much as you like; however, you may not take any food or supplies from the dining area.
- Shoes and shirts must be worn in the cafeteria at all times.

WHAT TO BRING

- Recommended:
 - Refillable water bottle
 - Sleeping bag/twin XL bed sheets and pillows
 - Bath towel
 - Bathing suit and beach towel
 - Alarm clock and/or wristwatch
 - Shampoo, soap, toothpaste, toothbrush, hairbrush, etc.
 - Bathroom caddy or bag in order to transport personal toiletries
 - Extra spending money
 - Copy of medical insurance information
 - STUDENT HANDBOOK (electronic or printed copy)
 - Check for \$105 as key deposit
 - Signed required forms (Code of Conduct, University Waiver, Photo Consent, Overnight Agreement)



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- Optional:
 - Laundry soap
 - Hangers
 - Lamp (no halogen lamps allowed)
 - Fan
 - Flashlight
- DO NOT Bring:
 - Cleaning supplies, deodorizers or aerosols
 - Candles, lighters, matches or anything that produces an open flame
 - Refrigerator
 - Skateboards, rollerblades, bicycles, skates, scooters, hoverboards, heelies

MEDICATIONS

If students are required to take medications while at the Summer Academies, they must arrive with their prescription information and surrender the medication to a designated Counselor upon check-in. Medications will then be dispersed to individuals as prescribed.

SPECIAL EVENTS

On nights and weekends, students will occasionally be taken offsite to enjoy special events such as a beach day, Downtown Disney, trail hikes, Art Walks, and local museums. Payment for these events is included in the price of your camp tuition. Students will be accompanied at all times by their Counselors. Attendance is mandatory. Transportation to and from these events will be provided by qualified, licensed drivers in either personal vehicles, campus vans, or chartered buses.

SPENDING MONEY

Special events included in your pre-planned Overnight schedule are covered in the cost of your camp. However, should you wish to purchase snacks, souvenirs, or other items, you will need some additional pocket money or access to a debit/credit card. Students may need cash to cover medical services and prescriptions if costs are not covered by a medical insurance plan or if a student does not have insurance. Students should have enough money to pay co-pay amounts for all office visits and prescriptions.

Use common sense and keep your money with you at all times. There is a Wells Fargo branch on campus, as well as ATM machines in the Student Center representing all of the major US banks.

Please note: Students are responsible for their money and valuables. The Summer Academies are not responsible for lost or stolen items. We discourage bringing large amounts of cash. Please consider using ATM cards and/or Visa Gift cards.

Reminder: Bring a check or money order for \$105 made out to "UC Regents" as a key deposit. This will be returned to you when you hand in your keys at the conclusion of camp.



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CURFEW AND ROOM CHECKS

Students are expected to be back in their rooms at 10:00 pm, unless a specific, approved Academy event is occurring past this time. Lights out is at 11:00 pm. Counselors will promptly begin room checks at 10 pm to ensure all students are present and getting ready for bed.

DRESS CODE

It is suggested you bring all normal personal dress items. Casual wear (shorts, jeans, T-shirts) is appropriate everywhere on campus. Sweatshirts or light jackets are desirable for early mornings and late evenings. You may bring old clothes for work in the shops and studios, comfortable clothes for recreation and dance, and a robe for the hall. You will be doing a lot of walking, so be sure to bring comfortable shoes. **Shoes are required at all times**, whether you are in class or not. *Remember that closet space is limited so don't bring your whole wardrobe!*

CLEANING

Common areas, including the bathroom, will be cleaned during regular business days by UCI Student Housing staff. Personal room cleanliness is the sole responsibility of you and your roommate. Each resident is responsible for removing all personal items from the common bathrooms after each use. Though kitchens are common areas, please be respectful of fellow participants and staff by cleaning up after each use. Exterior trash cans, dumpsters, and recycling bins have been provided for your convenience to dispose of personal waste properly. Vacuum cleaners are available for check-out from the Conference Office. Anyone consistently refusing to clean their room and causing a health hazard will be ordered to vacate the premises and will be dismissed from the Summer Academies program.

LAUNDRY

Laundry systems are available in the residence halls, and are Visa/Mastercard (credit, debit or prepaid) based. With every swipe, there is a "pre-authorization" hold on funds for washing/laundrying of \$8.00 within a three hour time period (whichever occurs first). The exact charges for the amount spent within the three hour time period will be settled as soon as the card issuing bank finalizes the transaction, usually within 24-72 hours. If more than \$8.00 is spent within a three hour time period, then an additional \$8.00 pre-authorization is required. If utilizing a prepaid debit card, a minimum of \$8.00 "available balance" is required on the card before use.

Regular wash costs between \$1.25-\$1.75 per cycle, while drying costs \$1.00 per 45-minute cycle.

REPAIRS AND MAINTENANCE

Should your room need any repairs or attention by the maintenance staff, contact your Counselor. Repairs and maintenance should be handled by a UCI Student Housing staff member within one business day.



SUMMER ACADEMIES IN THE *arts*

DAMAGES

Damages to the dorm building or your room will be charged at the end of the program. Students may be charged for any damage to furniture, carpets, light fixtures, windows and screens, smoke detectors or anything else that is left in a condition other than how it was upon arrival. Students who leave anything in the rooms, including trash bags and art work, will be charged a \$25.00 or more cleaning fee.

Avoiding a fine is simple: *MAKE SURE THAT EVERYTHING IS REMOVED PRIOR TO DEPARTING*. Make sure you leave your rooms exactly how you found it, if not better. **Please note: Unless UCI is able to determine which roommate is responsible for the damages or items left behind, both roommates shall be assessed the same fine. For example, if you leave a bag of trash in the room, each roommate will be charged a \$25.00 cleaning fee.** These same rules apply to college students at many dormitories in the State and are enforced by UCI Student Housing policies.

ELECTRONIC DEVICES

As a reminder, students may use their devices before and after class, and during meal times. Overnight students should ensure that their cell phones and other devices be adequately charged at all times, especially when leaving the campus for off-site trips.

To preserve the privacy of all residents, video chat is expressly prohibited in the dorm rooms unless you have permission from each person present in the room at the time of the video chat.

While students will have access to cell phones throughout the day, we do not allow tablets or personal computers at camp. You may access your email if you have 3G and internet capability on your phone, otherwise we recommend that you limit your communication to calling and texting for the time you are at camp. **WiFi is NOT provided in the residence halls.**

The use of all electronics (calls, texts and video chat) is prohibited after the 10:00 pm room curfew. Parents or guardians who need to reach students after curfew on an emergency basis only may do so by calling the responsible Counselor, who will get the message to the camper immediately. *Parents/Guardians: Please help your students and do NOT call past lights out!*

SAFETY

FIRE SAFETY – Each UCI Student Housing building is equipped with fire safety equipment. Misuse of such equipment is discouraged and may result in legal action. Please be aware that the smoke detectors are sensitive and can be activated by water, force, or sudden shock. Common occurrences of fire alarms going off are due to burnt food left unattended. If you plan on using the kitchen facilities in your dorm, please be sure to monitor your food at all times. If the smoke detectors begin to chirp, this indicates an expired battery, in which you should immediately notify your Counselor. For safety reasons, incense and candles are not permitted within the community.

COMMUNITY SAFETY – Counselors will perform routine building checks upon curfew and accompany students at all times around and off campus. Counselors are trained to respond to all emergency situations, but may contact the Summer Conference Assistants or Summer Academies Program Coordinator for further assistance.



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CAMPUS SAFETY – Blue light phones, which provide direct communication with the UCI Police Department, are located within each housing community and throughout the campus. Should a true emergency arise or criminal activity be witnessed or suspected, please call 911. For non-emergency police access, please contact the UC Irvine Police Department at 949.824.5223.

RELIGIOUS SERVICES

The Summer Academies in the Arts is an agency of the State of California and as such is a non-sectarian institution. If you wish to attend religious services, please make arrangements in advance, and notify the Summer Academies Program Coordinator in advance. It is the student's responsibility to make contact and travel arrangements to and from services.

LEAVING CAMPUS

Any student who must leave the UCI campus, other than for a Summer Academies sponsored activity, must have written permission from their parent/guardian on file in the Summer Academies Office. If this form is not on file with the Summer Academies office, we will assume that permission has not been granted and any plans you have may be cancelled. Please contact the Program Coordinator to arrange this ahead of time.

MAIL

Your Academy address will be as follows:

Summer Academies – Student Name
University of California, Irvine
Claire Trevor School of the Arts
226 Mesa Arts Building
4000 Mesa Road
Irvine, CA 92697-2775

If you are expecting mail, your Counselor will deliver it to your room at the end of each weekday, Monday through Friday. Please **do not** go to the Housing or Conference Office in search of your mail. If you are expecting mail and have not received it, ask your Counselor who can assist you.

There is a U.S. Post Office across the street at University Town Center and a UPS Store in the Student Center. Students are responsible for packaging, transporting and shipping their own items from either the U.S. Post Office or UPS Store.

CONTACT

Parents and/or guardians may fax messages to their students at 949.824.2450. Or you may contact the Outreach Office during business hours, Monday-Friday 8:00 am-5:00 pm, at 949.824.4647 and we can send a written message to the student's room. Faxed/phone messages will be delivered within one business day.



SUMMER ACADEMIES IN THE *arts*

CODE OF CONDUCT AGREEMENT

Please read, print, sign and return the Summer Academies in the Arts: Code of Conduct Agreement no later than the first day of your Academy course. Failure to do so will result in the student not being allowed to participate in the program until the Code of Conduct Agreement is signed and returned. Fees for missed classes will not be returned.

All participants are expected to adhere to the following Code of Conduct summarized by the rules and policies laid out in the Summer Academies Student Handbook. Failure to do so will result in disciplinary action and/or removal from the Academy.

- Participants are asked to act responsibly.
- Adherence to State and Federal laws is enforced rigorously.
- Smoking is prohibited for all participants.
- Participants found in possession of alcohol or illegal drugs or paraphernalia will be expelled with no refund of fees.
- Respect for other participants, instructors, facilities and equipment is required.
- Vandalism against and theft of property and possessions of the school or other participants will not be tolerated and will result in immediate expulsion with no refund of fees.
- Acts of violence, real or threatened; harassment or intimidation of any member of the school community will not be tolerated and will result in expulsion with no refund of fees.
- Teasing, put-downs, bullying and cursing will not be tolerated.
- Appropriate behavior and dress are expected at all times.
- Always listen to staff and instructors.
- Show consideration when teachers and others are speaking.
- Participants are asked to keep the campus area clean and to throw trash away.
- Pets are not allowed on campus, no exceptions.
- Cell phone use is restricted to non-class hours. Cell phones found in use during class times will be confiscated and returned to owners at the end of the school day.
- Running on campus is not allowed.

I have read and understood the Summer Academies in the Arts Student Handbook in its entirety, and agree to abide by all rules and regulations herein. I understand that not doing so may result in incurred fees and/or expulsion from the program.

Student Name (Please print)

Signature

Date

Parent/Guardian Name (Please print)

Signature

Date



SUMMER ACADEMIES IN THE *arts*

OVERNIGHT AGREEMENT

Please read, print, sign and return the Summer Academies in the Arts: Overnight Agreement no later than the first day of your Academy course. Failure to do so will result in the student not being allowed to check-in and participate in the program until the Overnight Agreement is signed and returned. Fees for missed classes will not be returned.

All participants are expected to adhere to the Overnight rules and policies laid out in the Summer Academies Student Handbook. Failure to do so will result in disciplinary action and/or removal from the Academy.

Should you have further questions, please do not hesitate to contact Kaysie José, Outreach Programs Coordinator at 949.824.4647 or kjose@uci.edu.

I have read and understood the Overnight information included in the Summer Academies in the Arts Student Handbook in its entirety, and agree to abide by all rules and regulations herein. I understand that not doing so may result in incurred fees and/or expulsion from the program.

Camper's First/Last Name (please print) Date

Camper's Signature Date

Parent/Guardian's First/Last Name (please print) Date

Parent/Guardian's Signature Date

