STUDENT HANDBOOK:
A YOUNG ARTIST'S GUIDE TO A THRIVING SUMMER

SUMMER 2019

UPDATED: 01.30.19
CLAIRE TREVOR SCHOOL OF THE ARTS
SUMMER ACADEMIES IN THE ARTS STAFF

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**SUMMER ACADEMIES IN THE ARTS**

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WELCOME CLASS OF 2019!

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 Handbook 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 handbook and still have further questions, please do not 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.
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 the creative capital of CTSA.

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 community 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 and the Summer 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 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, industry professionals 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.
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 prepare 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 a designated location, 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. Please note that while we do have staff walking around to monitor the area, adult supervision may not be present in the classroom/studio until 5-10 minutes before class begins. 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 confirm their absence. We do not provide extended care.

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”. If you wish to park and walk your student to class, please note that UCI enforces strict parking policies and you will need to purchase a permit.

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 Summer Academies staff immediately by emailing artsoutreach@uci.edu or calling 949.899.8722.

ATTENDANCE

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 Summer Academies staff to properly have them excused. All requests must be formally emailed to artsoutreach@uci.edu or call 949.899.8722 beforehand. After three (3) unexcused absences, you will be asked to leave at the staff's discretion.

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”. If you plan on being with us this summer for three (3) weeks or more, please contact us for possible parking permits alternatives, though not guaranteed.

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 Summer Academies staff for details.

WAIVERS AND FORMS

All participants are required to submit all 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:
- University Waiver and Photo Release
- Code of Conduct (page 18 of this Student Handbook)

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.

UNIVERSITY CREDIT

University credit is available for the following Summer Academies in the Arts courses:
- Drawing/Painting – Beginner and Advanced
- Digital and Darkroom Photography
- Conservatory Dance – Advanced, Pre-College Level
- Acting for Theatre
- Digital Music Production
- Trio Céleste Chamber Music Festival

A student may receive credit by enrolling as a student through UCI’s Summer Session office. Students will incur an additional fee of $455.50 on top of your Academy registration - $174.50 for course fees and a $281 mandatory campus fee. To qualify, students must be a Junior or Senior high school student as of Fall 2019 with an unweighted GPA of 3.0, or be a current college student. If interested, please email artsoutreach@uci.edu to obtain more information, including required forms, in order to register for credit. Last day to enroll for credit without a $50 late fee is June 21, 2019.

International students also qualify to receive credit, but require additional documentation. Please email us for more information.
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 at 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**
  - 4900 Barranca Parkway,
  - Suite 103
  - Irvine, CA 92604
  - 949.791.3106

- **Hoag Urgent Care Irvine**
  - 6670 Alton Parkway
  - Irvine, CA 92618
  - 949.393.5000

- **Kaiser Permanente**
  - 6670 Alton Parkway
  - Irvine, CA 92618
  - 949.932.5000

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/](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 four (4) weeks in advance of your arrival with flight information, and we will help you arrange transportation.*

CANCELLATIONS AND REFUNDS

The registration fee includes a deposit of $100 and is non-refundable, no exceptions. Cancellations will be accepted through Friday, May 30th, 2019 for a full refund, minus the deposit. Cancellations made after May 30th, 2019 will receive a 50% refund, minus the deposit. Cancellations made on or after the first day of the student’s course is non-refundable, no exceptions. All cancellations must be made in writing to artsoutreach@uci.edu. Please allow 2-4 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](https://summer.uci.edu/services/registration/refunds.aspx).

*Refund requests made based on exceptional circumstances may be reviewed on a case by case basis at the sole discretion of the program administration and is in no way guaranteed.*
POLICIES & PROCEDURES

As a UCI-sponsored youth program, it is our priority to provide fun, meaningful experiences in a safe and inclusive environment. When you arrive at the Summer Academies in the Arts, you are joining a community, and as a member of our community, you share the responsibility of maintaining conditions conducive to the achievement of the program and University's mission. In compliance with campus policies, your participation commits you to the following:

- UCI’s Principles of Community
- UCI’s Policies and Procedures, such as:
  - Sec. 900-23: Interim UCI Guidance Concerning Disruption of University Activities
- University of California’s Policies Applying to Campus Activities, Organizations and Students (PACAOS)
- Conduct of Non-Affiliates in the Buildings and the Grounds of the University of California
- UCI’s Nondiscrimination
- UCI’s Principles Against Intolerance
- University of California’s Statement of Ethical Values and Standards of Ethical Conduct

The violations of any of the below rules and policies may result in immediate dismissal 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. Any form of intimidation, intolerance, harassment, or violence.
8. Damage, theft or vandalism, including graffiti, of any kind.
9. Involvement in any illegal action.
10. Leaving class and/or the UCI campus during unauthorized hours without permission.
11. Missing students resulting in Summer Academies program contacting the local authorities.
12. Upon the 3rd unexcused absence, you will be asked to leave the Summer Academies staff’s discretion.
13. Inability to function adequately in class for any reason, such as lack of sleep, prolonged illness or improper eating habits.
14. Disregard and/or defiance of staff and/or instructors’ requests, and/or disruption of classes, performances or any other activities.

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.
ALCOHOL AND DRUGS

As a program that operates through a state agency, the Summer Academies in the Arts observes all federal, state, and local laws and ordinances.

As stated in the University of California Policy on Substance Abuse, we strive to maintain campus communities and worksites free from the illegal use, possession, or distribution of alcohol or of controlled substances. Unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or of controlled substances is strictly prohibited.

Any student whose behavior or conduct subverts or violates these policies or laws will be immediately dismissed from the program. This includes students who, in the opinion of the staff or administration, are knowingly in the presence of those using, possessing, or distributing alcohol or controlled substances at or during the program. The program will fully cooperate with any law enforcement or governmental agency in the prosecution of any violations of existing statutes regarding alcohol and controlled substances.

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 on all university property, including at the Summer Academies in the Arts. If you have a prescription for marijuana, you must discuss this with the Summer Academies staff 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 dismissed from the program 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 healthy, 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.
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 removed from the Summer Academies program, no exceptions. For more information, please refer to the Conduct of Non-Affiliates in the Buildings and the Grounds of the University of California.

SEXUAL VIOLENCE AND HARASSMENT

The Summer Academies in the Arts and UCI have 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 unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, nonverbal or physical conduct of a sexual nature when:

- **Quid pro quo**: (in Latin it means “this for that”) a person’s submission to such conduct is implicitly or explicitly made the basis for employment decisions, academic evaluation, grades or advancement, or other decisions affecting participation in a University program
  - 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**: such conduct is sufficiently severe or pervasive that it unreasonably denies, adversely limits, or interferes with a person’s participation in or benefit from the education, employment or other programs and services of the University and creates an environment that a reasonable person would find to be intimidating or offensive
  - For example, this 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.

**Sexual harassment can happen to anyone.** Sexual harassers can be anyone that you know or don’t know, such as fellow students, teachers, principals, coaches, and other school employees. 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 happen 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 include, but are not limited to:

- Sexual propositions
- Sexual innuendoes or other seductive behavior, such as repeated, unwanted requests for meals, dates, etc.
- Threats that submission to sexual advances is necessary for a person to retain job status/benefits or educational status/benefits
- Sexual comments or jokes; questions or discussions about an individual's sex life; comments about a person's body or appearance
- Unwanted touching or leering
- Brushing up against a person's body
- Blocking a person's path
- Graffiti about a person's sexuality
- Staring at a person's body parts
- Name calling
- Sending someone unwanted sexual materials
- A consensual or nonconsensual relationship creates a sexually charged, hostile or intimidating environment

**WHAT DO WE DO** to prevent youth 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 youth 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?

Victims of sexual harassment are often hesitant to come forward because they do not think they will be believed. This concern should not stop victims from making this complaint known to someone. Individuals who complain of sexual harassment are protected from retaliation by federal and state law and by UCI policy.
If you feel you have been sexually harassed, please tell someone immediately:

- The Summer Academies Manager 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.

Individuals concerned about confidentiality or anonymity may wish to leave a message on the Sexual Harassment Call Line at 949.824.7037, or email the hotline at oeod@uci.edu.

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 minor at the highest priority.

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

- **Do not blame yourself.** No one should tolerate behavior that makes them uncomfortable. You have not done anything to cause the harassment, even if you flirted or like/d them.

- **Say “No” Clearly.** Tell the person who is harassing you that their behavior makes you uncomfortable or 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, you may write a letter asking the harasser to stop. Keep a copy of the letter. If the behavior continues, tell someone.

- **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.

- **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, friend or pick another person 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 removed immediately from the program.

For more information, please refer to UCI’s Policies and Procedures Sec. 700-17: Guidelines for Reporting and Responding to Reports of Sex Offenses. [Violencia Sexual y Acoso Sexual – Spanish | 性暴力與性騷擾 – Traditional Chinese]
**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. For more information, please refer to UCI’s Policies and Procedures Sec. 700-18: Guidelines for Reporting and Responding to Reports of Discrimination and Harassment.

**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 Manager by emailing kjose@uci.edu or calling 949.824.4647.
- UCI Office of Equal Opportunity and Diversity by calling 949.824.5594.
- Anonymous 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, tagging, or destroying of any surfaces or properties anywhere on the UCI campus outside of class assignments will be considered vandalism and grounds for dismissal. 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.

**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 Summer Academies staff 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 any of 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 the 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 on 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 pedestrian bridge, the Humanities pedestrian bridge 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.

**LOST AND FOUND**

Any lost items should be given to Summer Academies staff, who will hold it until one month after the end of the entire summer. If you lost or left anything behind upon leaving the Academy, contact the Outreach office 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 abduction has occurred, immediately notify UCIPD by calling 911.

As stated in the Attendance section, please inform us if you anticipate your student having to miss any class time by emailing artsoutreach@uci.edu or calling 949.899.8722. This will avoid any confusion and misunderstanding.

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 fast 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.
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 removed from camp upon the first infraction without warning.

- **All other infractions:** All other infractions will be handled by the Summer Academies Manager 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 Summer Academies Manager or agent or appropriate staff and/or faculty. After ascertaining the facts of the situation, the Manager or agent will determine whether parental/guardian notification, probation and/or expulsion are warranted.

- **Dismissal:** In the event of a dismissal, also referred to as removal, the student's parent and/or guardian will be contacted to make arrangements for the student's return home on the same day of expulsion. No dismissed student may continue taking class or continue residing on campus. A letter indicating the cause of dismissal will be sent to the student's parents/guardians, and high school if found necessary.
  - Dismissal 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 dismissed from the Summer Academies in the Arts program.**
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 dismissed with no refund of fees.
- Respect for other participants, instructors, facilities and equipment is required. Show consideration when teachers and others are speaking.
- Vandalism against and theft of property of the School or other participants will not be tolerated and will result in immediate dismissal with no refund of fees.
- Acts of violence, real or threatened; harassment, discrimination or intimidation of any member of the community will not be tolerated and will result in dismissal with no refund of fees.
- Teasing, put-downs, bullying and cursing will not be tolerated.
- Appropriate behavior and dress are expected at all times.
- Listen to instructors and staff during any emergency situation.
- Show consideration towards the School and University’s campus and properties by cleaning up after yourself.
- 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 Academy day.

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.

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<th>Student Name (Please print)</th>
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<td>Parent/Guardian Name (Please print)</td>
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