SUMMER ACADEMIES IN THE ARTS

YOUNG ARTISTS’ GUIDE TO OVERNIGHT RESIDENTIAL LIFE
CLAIRE TREvor SCHOOL OF THE ARTS
SUMMER ACADEMIES IN THE ARTS STAFF

CTSA Administrative Officers
Stephen Barker, Interim Dean
Deborah Stansbury Sunday, Assistant Dean
Megan MacDonald, Director of Outreach
Toby Weiner, Director of Facilities
Amy Kim, Director of Student Affairs
Genevieve Simon, Outreach Programs Coordinator

Department Chairs
Dr. David Trend, Art
Dr. Lisa Naugle, Dance
Dr. Daniel Gary Busby, Drama
Dr. David Brodbeck, Music

MEGAN MACDONALD, DIRECTOR, SUMMER ACADEMIES IN THE ARTS
MEGAN.MACDONALD@UCI.EDU
OFFICE: (949)824-8976
MOBILE: (323)695-0935
Table of Contents

WELCOME! .......................................................................................................................... 6

CLAIRE TREVOR SCHOOL OF THE ARTS ........................................................................... 7
  History ............................................................................................................................... 7
  Summer Academies in the Arts ....................................................................................... 8

WHAT TO EXPECT .............................................................................................................. 9
  Arrival and check-in ........................................................................................................ 9
  What to Bring .................................................................................................................... 9
  DO NOT bring: .................................................................................................................. 10
  Spending Money ............................................................................................................. 10
  Medications ..................................................................................................................... 10

HOW TO GET HERE ........................................................................................................... 11
  Driving: .......................................................................................................................... 11
  Flying: ............................................................................................................................. 11

CAMPUS LIFE ................................................................................................................... 12
  Map: ................................................................................................................................. 13
  What Days Look Like ..................................................................................................... 14
  Special Events ................................................................................................................ 14

RULES AND POLICIES OF SUMMER ACADEMIES ...................................................... 15
  Disciplinary Action ........................................................................................................ 16
UCI Claire Trevor School of the Arts

Alcohol and Drugs ........................................................................................................... 18
Marijuana .......................................................................................................................... 18
Weapons ............................................................................................................................. 18
Graffiti ............................................................................................................................... 19
Sexual Harassment .......................................................................................................... 19
Smoking ............................................................................................................................. 21
Vehicles ............................................................................................................................. 21
Leaving the Campus Overnight ...................................................................................... 21
Leaving the Campus (NOT overnight) ........................................................................... 21
Class Participation ........................................................................................................... 22
Cell Phones, Computers and Other Electronics ........................................................... 22
Social Media Policy ......................................................................................................... 23
Shoes and Shirts .............................................................................................................. 23
Meal Time Attendance ...................................................................................................... 23
Cafeteria Rules ................................................................................................................ 23
Refunds .............................................................................................................................. 24
Copyright Ownership and Registration ........................................................................ 24

RESIDENTIAL LIFE ................................................................................................. 25

Floor Plan: ........................................................................................................................ 25
Rules Regarding Living in the Residence Halls ............................................................... 26
Counselors ......................................................................................................................... 28
Room and Roommate Assignment ................................................................................. 28
UCI Claire Trevor School of the Arts

Quiet Hours.................................................................................................................................................. 28

Keys .............................................................................................................................................................. 29

Cleaning ....................................................................................................................................................... 29

Laundry ........................................................................................................................................................... 29

Dorm Damages .............................................................................................................................................. 29

Repairs and Maintenance .............................................................................................................................. 30

Fire Safety .................................................................................................................................................... 30

Police Department ....................................................................................................................................... 30

Curfew and Room Check ............................................................................................................................... 30

Religious Services ....................................................................................................................................... 31

Mail ............................................................................................................................................................... 31

Computers and E-Mail .................................................................................................................................. 31

Messages ....................................................................................................................................................... 31

Dress ............................................................................................................................................................. 32

Lost and Found ............................................................................................................................................ 32

Earthquake/Disaster Preparedness and Survival Guide .............................................................................. 32

Evacuation Procedures for Any Emergency: .............................................................................................. 33

Health Services .............................................................................................................................................. 33
Welcome!

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 teaching faculty are dedicated to providing you with a unique educational experience that will also prove fun and rewarding, and give you a taste of what college life is like.

Whether or not this is your first time attending the Summer Academies, we understand that anticipating a new experience can be challenging as well as exciting, and we hope that this manual will provide an overview for you and your family; it will help you become familiar with what to expect when you arrive, what camp will “look” like, and what we expect from you in terms of participation and conduct. If you reach the end of this book 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 inform your future as an artist, a student and a citizen.
History

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 Claire Trevor School of the Arts 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.
Summer Academies in 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.

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 and Music 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 graduate instructors, professionals in the field and, in some cases, CTSA 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. Some intensives require the submission of placement audition videos.

Arts 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, Arts Outreach introduces children to the arts, prepares middle and high school students for the next step in their arts education, and provides adults with active experimental immersion in the arts to help enrich lives. Programs include Creative Connections, Summer Academies and Saturday Academies in the Arts, and Reach-Ins.

Over the past three years, CTSA has enhanced its social and community engagement through programs including the Summer Academies in the Arts, as well as through projects designed to provide access to CTSA’s arts resources. 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. In addition, 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.
WHAT TO EXPECT

Arrival and check-in
When you arrive at the Summer Academies on the first day, you will follow the signs to our check-in spot on the Arts Plaza in front of Winifred Smith Hall. Check-in time is from 8:00am – 9:30am. You will meet the Director and your individual Counselors and receive your ID lanyard, then attend an orientation. You will then proceed to class, and your belongings will be taken to the Mesa Commons dorms for you. After lunch and your afternoon class session, 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 the lower Mesa Parking Structure Kiosk, or may be purchased from the machine on level two.

You will be asked to wear your Summer Academies ID lanyard at all times, unless you are inside your dorm room or in class. This includes when you’re walking around campus, and when you are off-site on field trips. Please don’t leave the dorm without it!

What to Bring

Required:
• refillable water bottle (disposable bottles will not be provided)
• sleeping bag
• bath towel
• beach towel
• alarm clock
• wristwatch (to be aware of the time for class schedule)
• shampoo, soap, toothpaste, toothbrush, hairbrush, etc.
• bathroom caddy or bag in order to remove personal toiletries
• STUDENT HANDBOOK

Optional:
• laundry soap
• hangers
• lamp (no halogen lamps allowed)
• reading light
• 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, razors, scooters, heelies

Spending Money
You will need some spending money for the time you will be on the UCI campus. Use common sense and keep your money with you at all times. 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.

Special events planned by the Summer Academies Director and staff are covered in the cost of your camp. However, should you wish to purchase snacks, souvenirs, books, t-shirts, or other minor items, you will need some additional pocket money or access to a debit card.

There is a Wells Fargo branch on campus, as well as ATM machines in the Student Center representing all of the major US banks.

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

**Please bring a check or money order for $105 made out to UC Regents to be given as a key deposit. This will be returned to you when you hand in your keys at the conclusion of camp.

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.
HOW TO GET HERE

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 minutes.

**If you are unable to get to camp from the airport, please contact us at artsoutreach@uci.edu at least a week in advance of your arrival with flight information, and we will help you arrange transportation.
The Claire Trevor School of the Arts is on the outer edge of the UCI campus, separated from the main circular road, Ring Road, by the Humanities Bridge. On the Arts campus there is a small restaurant, the Cyber-A Café, as well as several common areas for meeting and relaxing. The UCI campus has a large center recreation area, Aldrich Park, which provides room for informal team sports and relaxation. UCI is located approximately five miles from the Pacific ocean. The climate in Orange County is typical of inland coastal areas with daytime temperatures usually ranging from 70 - 95 degrees during the months of July and August.

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 two 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 Arts campus at any time up until 10:00pm room curfew. Access to Aldrich Park and the Main Campus is allowed with a buddy or counselor up until 5:00pm, but after that must be accompanied by a counselor. Permission to walk to Main Campus and UTC is required at all times.
**UCI Claire Trevor School of the Arts**

*What Days Look Like*
Each day will consist of scheduled classes and activities, as well as meals and downtime in dorm rooms. Below are sample schedules for a weekday and a weekend:

<table>
<thead>
<tr>
<th>Weekday:</th>
<th>Weekend:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00am – Wake up</td>
<td>7:00am – Wake up</td>
</tr>
<tr>
<td>7:30 – 8:30am – Breakfast</td>
<td>7:30 – 8:30am – Breakfast</td>
</tr>
<tr>
<td>10:00 – 12:00pm – Class</td>
<td>10:00 – 12:00pm – Trail hike</td>
</tr>
<tr>
<td>12:00 – 1:00pm – Lunch</td>
<td>12:00 – 1:00pm – Lunch</td>
</tr>
<tr>
<td>1:00 – 4:00pm – Class</td>
<td>1:00 – 5:00pm – Bowers Museum</td>
</tr>
<tr>
<td>4:00 – 5:00pm – Rest in Room</td>
<td>5:00 – 7:00pm – Dinner</td>
</tr>
<tr>
<td>5:00 – 7:00pm – Dinner</td>
<td>7:00 – 10:00pm – Movie night</td>
</tr>
<tr>
<td>7:00 – 10:00pm – Art Festival</td>
<td>10:00pm – Room Check</td>
</tr>
<tr>
<td>10:00pm – Room Check</td>
<td>11:00pm – Lights out</td>
</tr>
<tr>
<td>11:00pm – Lights out</td>
<td></td>
</tr>
</tbody>
</table>

**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, ArtWalks, and local museums. Payment for these events is included in the price of your camp tuition, and attendance is mandatory. Students will be accompanied at all times by their Counselors. Transportation to and from these events will be provided by qualified, licensed drivers in either personal vehicles, campus vans, or chartered buses, depending on attendance.
RULES AND POLICIES OF SUMMER ACADEMIES

When you arrive at CTSA’s Summer Academies, you are joining a community. In any community, a certain amount of organization or structure is required. This structure protects the program, the rights of the individual, and promotes community spirit and cooperation. Rules have been developed to conform to accepted standards of social and residential life behavior, existing laws and common sense. Please conduct yourself with appropriate respect for other individuals' rights and properties. **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. Use or possession of aerosols, room deodorizers or cleaning supplies
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 the UCI campus during unauthorized hours without written permission
13. Missing students resulting in Summer Academies contacting the local authorities
14. Entering or leaving residence halls or assigned room after curfew hours
15. Inviting visiting guests into the residence halls without permission
16. Upon the 3rd absence, you will be asked to leave at the Director or designee’s discretion
17. Inability to function adequately in class for any reason (such as lack of sleep, prolonged illness or improper eating habits)
18. Repeated and multiple infractions of the residence halls' rules
19. Disruption of classes, performances or other school activities
Special note to Summer Academy students who are 18 years old or older and their parents: When you accept the offer of admission to Summer Academy, you agree to abide by all rules and policies despite the fact that these may be more restrictive than you are accustomed to in your home environment. This includes curfew and room check, and prescription medications. If you feel that these rules are too restrictive or invasive of your privacy, we encourage you to reconsider your decision to attend Summer Academies.

Disciplinary Action

Students participating in the Summer Academies are expected to conduct themselves in a manner appropriate to living on campus. Disciplinary action in response to infractions of the rules is left to the discretion of the School, which reserves the right to take all actions it considers to be in the best interest of the student, the student body and the School. Should any student's behavior violate any of the rules, formal disciplinary action may occur as follows with the Academy Director or her designee maintaining complete discretionary power to determine whether parental notification, probation and/or immediate expulsion is warranted:

1. HOUSING INFRACTIONS: The Housing Office and the counselors are responsible for enforcing all dormitory rules. In the event of an infraction the Housing Director or designated agent may take the following actions: early curfew, probation, parental notification, referral to Summer Academies staff for further action and in extreme cases, police notification and eviction from the dorm and expulsion from the program.

2. 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.

3. ALL OTHER INFRACTIONS: All other infractions will be handled by Summer Academies Director 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 Director or agent or appropriate staff and/or faculty. After ascertaining
the facts of the situation, the Director or agent will determine whether parental notification, probation and/or expulsion are warranted.

4. **EXPULSION FROM SUMMER ACADEMIES**: 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 reside on campus. A dismissal letter indicating the cause of expulsion may be sent to the student's parents and high school. 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.**
Alcohol and Drugs
The Summer Academies staff feel strongly that substance abuse is a significantly dangerous threat to our society and to the health and wellbeing of artists and performers.

As a state agency, 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 school. 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 school will cooperate fully 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
Possession of marijuana is strictly prohibited at Summer Academies. If you have a prescription for marijuana, you must discuss your condition with the Director in advance of your arrival on the UCI Campus. 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 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.

Weapons
Possession of a weapon (real or toy) in a public school is a violation of state law. Any weapons found on campus will be confiscated and turned in to the local police. ANY STUDENT FOUND IN POSSESSION OF A WEAPON WILL BE IMMEDIATELY REPORTED TO THE LOCAL POLICE AND WILL BE EXPELLED FROM SUMMER ACADEMIES.
Graffiti
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. This is a health hazard.

Sexual Harassment
Summer Academies has zero tolerance for sexual harassment. Sexual harassment is generally defined as unsolicited and unwelcome sexual advances of a severe and/or pervasive nature, whether written, verbal, physical or visual. It is different from flirting, playing around, or other types of behavior that you enjoy or welcome. Sexual harassment can be requests for sexual favors or unwelcome sexual behavior that is bad enough or happens often enough to make you feel uncomfortable, scared or confused and that interferes 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 conduct (comments about your body, spreading sexual rumors, sexual remarks or accusations, unwanted advances, unwanted propositions of a sexual nature, dirty jokes or stories); physical conduct (grabbing, rubbing, flashing or mooning, touching, pinching in a sexual way, intentionally blocking normal movement, sexual assault and rape); and visual displays (display of naked pictures or sex related objects, obscene gestures). Sexual harassment can happen to girls and boys. Sexual harassers can be fellow students, teachers, principals, janitors, coaches, and other school officials. There are two kinds of sexual harassment: quid pro quo and hostile environment:

- **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.

What should you do? If you think you are being sexually harassed, you need to tell someone who can help you stop it. Here are some things you and/or your parents 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 in a notebook that is just for this purpose. Write 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. Do not write other information in this notebook, such as appointments or homework assignments. 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 your parents or another adult, like a teacher or guidance counselor, about the harassment. If you want the Summer Academies to do something about the harassment, you MUST tell a school official that you are being sexually harassed. Pick any school official that you trust and feel comfortable talking to. If you do not feel comfortable telling the school official yourself, get the help of your parents or pick another adult to go with you.

- **Protect your Fellow Students.** Most incidents of sexual harassment go unreported. If you see a fellow student that you think is being harassed, encourage that student to talk
to a Summer Academies employee or other adult. Report any incidents or suspected incidents of sexual harassment you witness 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.

**Smoking**
Smoking by Summer Academies students anywhere on campus, in or outside of any UCI building, is prohibited. Smoking is NOT permitted in any building on campus by anyone, including those over the age of eighteen, during the Summer Academies Program. 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).

**Vehicles**
If overnight campers are planning to drive to UC Irvine, please note that arrangements will need to be made for storage of the vehicle offsite. There is no overnight or long-term parking on the campus.

**Leaving the Campus Overnight**
Any student who must leave the UCI campus, other than for a Summer Academies sponsored activity, must have written permission from their parent or 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.

**Leaving the Campus (NOT overnight)**
Students wishing to leave the boundaries of the Claire Trevor School of the Arts - bounded by the Mesa footbridge, the Humanities footbridge and the Beall Center for Art + Technology - must notify their counselors at all times. There are no exceptions to this rule. Cell phones must be on when students are off-campus; this includes planned group activities. Summer Academy students are granted access to the Arts campus at any time up until 10:00pm room curfew. Access to Aldrich Park and the Main Campus is allowed with a buddy or counselor up until 5:00pm, but after that must be accompanied by a counselor. Permission to walk to Main Campus and UTC is required at all times.
Class Participation
The primary reason for your coming to Summer Academies is to grow as an artist through the academic and interdisciplinary program in classes, workshops, rehearsals and the experiences provided by performances, exhibits and co-curricular activities. You have an extraordinary opportunity to work with master teachers and artists in the studio and on stage. Class attendance is both a privilege and an obligation. In order to fully profit from the Summer Academies program, it is absolutely essential that you take advantage of ALL planned activities. Students are expected to attend all classes, performances, workshops and other activities, which are part of their primary areas of study. Programs and activities for which attendance is optional will be clearly indicated. Repeated absences or lack of full participation in all planned activities will lead to loss of college credit and/or dismissal. A fundamental element of class participation is abiding by all rules and instructions issued by individual teachers. Failure to follow instructions given and/or failure to observe restrictions on subject matter or methodologies may result in expulsion. After 3 absences, you will be asked to leave at the Director or designee’s discretion.

Cell Phones, Computers and Other Electronics
Students must provide their cell phone numbers in the pre-registration packet. We ask that you make sure you have a working voice mail system that you check regularly. If you are missing from class, Summer Academies will call your cell and expect you to answer. The use of cell phones for text or voice communications during class time or performances is strictly prohibited. If your phone disrupts the class, the teacher will confiscate the device and the Director of Summer Academies will determine the length and time of restriction. Students are reminded to keep cell phones charged and to take with them when leaving the campus for field trips and visits to the shopping area. To preserve the privacy of the Mesa Court 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. The use of all electronics (calls, texts and video chat) is prohibited after room curfew. Cell phones may be used: 7:30 – 8:30am, 12noon – 1:00pm, 4:00 – 7:30pm, 10:00 – 11:00pm.
Social Media Policy
Campers may not receive personal contact information from their Counselors while camp is in session. This includes personal email, “friending” on Facebook, following on Twitter, etc. If students wish to keep in touch with their Counselors after camp is over, parental consent is required before an exchange of information can occur.

Shoes and Shirts
For the health and safety of all, Summer Academies requires students to wear shoes and shirts at all times. During some movement classes, shoes are removed. However, you may not leave a classroom or rehearsal space without shoes, no exceptions. Sandals, flip-flops, tennis shoes, etc., are all acceptable.

Meal Time Attendance
Most meals for Summer Academies will be served in Mesa Commons, located adjacent to the Arts campus. However, since Mesa Commons is in the midst of being remodeled, for the first two weeks of July meals will be served at Pippin Commons. Pippin Commons is across campus in the Middle Earth dorms, so during those two weeks lunches will be brought in and eaten on site during the camp’s lunch break. You must show your Summer Academies wrist band 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 are as follows:

Breakfast: 7:30 a.m. - 8:30 a.m.
Lunch: 12:00 p.m. - 1:00 p.m.
Dinner: 5:00 p.m. - 6:45 p.m.

Cafeteria Rules
1. Bus your tray.
2. No Food Fights.
3. You MUST visibly wear your wrist band; you will not get food without it.
4. You may eat as much as you like; however, you may not take any food or supplies from the dining area.
5. Shoes and shirts must be worn in the cafeteria at all times.
Refunds
As indicated by the title, the initial non-refundable deposit is not refundable, no exceptions. If a student withdraws from Summer Academies for personal or medical reasons on or before Wednesday of the first week Summer Academies will refund all tuition paid, minus the initial deposit. If a student withdraws from Summer Academies for personal or medical reasons after Wednesday of the first week, Summer Academies will refund tuition paid minus the initial deposit and minus 50% of the remaining tuition paid. Please allow 6-8 weeks processing time for all refunds.

Copyright Ownership and Registration
Summer Academies follows the Policy on Copyright Ownership adopted by the University of California, dated August 19, 1992 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.
Summer Academies students will be staying in separate men and women’s sections of Mesa Commons. Each room will be set up for double occupancy. Rooms are furnished with two tabletop desks, two chairs, two single wardrobes, and a set of shelves. Each student will have a regular twin size mattress supported by a bed frame and bed board or a portable cot with a twin size mattress. There are TV lounge areas within Mesa Commons. Again, no visitors are allowed in your dorm room or Mesa Commons at any time, under no circumstances.

Floor Plan:
Rules Regarding Living in the Residence Halls

When you move into the Mesa Commons at UCI, you are both tenant and guest. By accepting the invitation to become a member of the Summer Academies class of 2015, 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. The following regulations specifically apply to residents of Mesa Commons:

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 and UCI.
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. You must observe all regulations regarding quiet hours, curfew and lights out.
4. Instruments may not be played in Mesa Commons. Art supplies may not be used or stored in Mesa Commons.
5. You assume full responsibility for any loss or damage to your own property while residing in Mesa Commons.
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 Mesa Commons and this includes the lobby—no exceptions.
7. The Counselors are working hard to provide you with a clean, safe and well-managed residence facility. Treat them with respect and courtesy at all times.
8. Your room assignment in Mesa Commons 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.
9. 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.
10. 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.

11. All housing assignments are made by the Summer Academies Director. You may not switch or change your assigned room without prior approval.

12. 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 school.

13. 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, candles, incense, halogen lamps, combustible decorations, chemicals, spray paints, multiple electrical adapters and ungrounded electrical appliances, plug-in air fresheners or pets.

14. The use of **cell phones (calling, texting and video chat) is strictly prohibited after lights out.** Parents who need to reach students after curfew on an emergency basis **only** may do so by calling the responsible Counselor, and they will get the message to the camper immediately. **PARENTS: HELP YOUR STUDENT STAY OUT OF TROUBLE, DO NOT CALL YOUR CHILD AFTER LIGHTS OUT, 11:00 p.m.**

15. To preserve the privacy of the Mesa Commons 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. 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.

18. 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.

19. Smoking by Summer Academies students anywhere on campus, in or outside of any UCI building, is prohibited. UCI is a non-smoking campus. This is to ensure that the rooms are being maintained in a clean and safe condition.

20. You must lock your dorm doors, bathroom doors, and windows whenever leaving your room. This is protection for you as well as your roommates.
21. There is to be no entering or visiting the residence hall areas restricted to students of the opposite sex.

_Counselors_
This summer there will be Counselors living in the residence halls. They are UCI students who have knowledge and experience with student concerns and campus resources. They are available to help Summer Academies students become more familiar with the campus and residential life. The Counselors are responsible for managing residence halls after office hours. They are familiar with Summer Academies policy.

(Room and Roommate Assignment)_
The Summer Academies Director will work with Summer Academies to place students with roommates with whom they are reasonably compatible. Assignments will be made according to gender, 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 with different majors 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 Counselors for resolution.

_NOTE:_ Specific roommate requests are NOT guaranteed. In order for the Director to take into consideration any specific roommate requests (i.e. I want to room with my friend Jane Doe), the following criteria must be met:

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

Mesa Commons maintains an inventory of furniture and equipment in each room. If any item is lost, misplaced, damaged or stolen, you are responsible for its replacement. Caution should be used when leaving money and valuables in your dorm room.

_Quiet Hours_
Since the daily schedule is very full and demands concentrated participation, students and staff need to have adequate rest. In an effort to reduce the amount of noise in residence halls, specific minimum quiet hours will be observed. Quiet hours will be enforced from 10:00 p.m. to 8:00 a.m. in the
dorms. No exceptions will be made. No loud or disruptive noise is permitted inside or outside the room during these quiet hours. Keep in mind that if a number of people gather in a hallway, lounge or common area, voices will penetrate the nearby rooms. Students should report any disturbance to their Counselor. When an annoying incident occurs or when a complaint is registered, the Counselors will take appropriate action to enforce rules.

Keys
You must lock your dorm doors, bathroom doors, and windows whenever leaving your room. This is protection for you as well as your roommates. If you have locked your key in your room, you may borrow a key from the Summer Academies Director. If you think your room key has been lost or stolen, report it immediately to the Counselors. You are responsible for a $105.00 charge for a lost room key. **Please bring a check or money order for $105 made out to UC Regents to be given as a key deposit. This will be returned to you when you hand in your keys at the conclusion of camp.**

Cleaning
Room cleanliness is the responsibility of you and your roommate. Each resident is responsible for removing all personal items from the common bathrooms after each use. You are responsible for the removal of your personal trash, daily. Exterior trash cans and/or dumpsters have been provided for your convenience to dispose of personal waste properly. 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
For your convenience, washers and dryers are available to all guests. Washers are $1.25 - $1.75 per load and dryers are $1.00 per 45-minute cycle. Machines are card-based. Reloadable cards can be purchased within Mesa Commons.

Dorm Damages
Dorm Damages are charged at the end of the summer school. Students will 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 $25.00 or more.
Avoiding a fine is simple, MAKE SURE THAT EVERYTHING IS REMOVED PRIOR TO DEPARTING. These are charges that UCI assesses to the students. Students need to make sure they leave their rooms exactly how they were found or better. Vacuum cleaners are available and you are strongly encouraged to use one before checking out. Final 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 $25.00. These are the rules, the same rules in effect for college students at many dormitories in the State and these are the rules enforced by UCI during the academic year.

Repairs and Maintenance
If your room needs repairs or attention by the maintenance staff, contact your Counselor.

Fire Safety
Mesa Commons 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 installed within Mesa Commons are sensitive and can be activated by water, force, or sudden shock. If the smoke detectors begin to chirp, please notify your Counselor; this indicates an expired battery. For safety reasons, incense and candles are not permitted within the community.

Police Department
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 410 E Peltason Dr., Irvine, CA 92697, (949) 824-5223.

Curfew and Room Check
Students are expected to be back in their rooms at 10:00 p.m., unless a specific, approved event is occurring that keeps them out later. Lights out is at 11:00 p.m. Counselors will begin their room checks promptly at 10:00 p.m.
Religious Services
Summer Academies 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 Director in advance. It is the student's responsibility to make contact and travel arrangements to and from services.

Mail
Mail to you should be addressed as follows:
Summer Academies, Student Name
University of California, Irvine
Claire Trevor School of the Arts
200 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 Mesa Arts Building in search of your mail, your Counselor will deliver it to you at the end of the day. UCI does not have a U.S. Post Office on campus but it does have a small mailroom, which receives packages and mail Monday through Friday. There is a U.S. Post Office at UTC and a UPS Store in the Student Center. Students are responsible for packaging, transporting and shipping their items from either the U.S. Post Office or UPS Store.

Computers and E-Mail
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.

Messages
Parents may fax messages to their students at (949) 824-2450. Or you may contact the Outreach Office during business hours (Mon-Fri 8:00am – 5:00pm) at (949) 824-8976 and we can send a written message to the student’s room. Please note faxed/phone messages will be delivered within 24 hours.
**Dress**

**Shoes are required at all times.** You should bring all normal personal items. Casual wear (shorts, jeans, T-shirts) is appropriate everywhere on campus. Sweatshirts or light jackets are desirable for early mornings and late evenings. Bring old clothes for work in the shops and studios, comfortable clothes for recreation and dance and a robe for the hall. You'll be doing a lot of walking - be sure to bring comfortable shoes. There will be performances, recitals, art exhibits, guest lectures and other activities during the Summer Academies. Shoes are required at all times. **Remember space is limited so don't bring your whole wardrobe!**

**Lost and Found**

Any lost items should be given to camp counselors who will give them to the Summer Academies Director.

**Earthquake/Disaster Preparedness and Survival Guide**

**During an Earthquake:**

(1) There is no need to panic. The shaking will stop in a few seconds. **STAY CALM AND KEEP THINKING.**

(2) Immediately get under a table, desk or stand in a doorway.

(3) Keep away from windows, bookshelves and heavy equipment.

(4) If you are in a lab or a shop where there are caustic materials, move as fast as you can away from the materials.

(5) In shop areas, drop to the floor so you are not thrown into running machinery. Turn off equipment immediately if possible.

(6) If outdoors, move to an open area away from buildings, trees, power poles, brick or block walls and other objects that could fall.

(7) Aftershocks of the strongest magnitude usually occur immediately following the quake. Know the location of the evacuation site and the quickest route from your normal locations in the buildings.

**After an Earthquake:**

Remember the aftershocks. If you are in a safe place, remain there. The buildings will be inspected as soon as possible. When it is safe to do so, exit to the playing field unless otherwise instructed. You will be advised of the evacuation site for each area.
Evacuation Procedures for Any Emergency:
(1) Exit according to your predetermined routes.
(2) Do not use elevators; use stairwell exits.
(3) Walk carefully and quickly. (There may be broken glass or other fallen debris, which you will have to walk through.) DO NOT RUN.
(4) Stay to the right of hallways, allow others to merge, and remain calm and orderly.
(5) Do not tie up the phones unless you have a genuine emergency.
(6) Do not go sightseeing.
(7) Remember the safety of others and cooperate with safety officials.
(8) Regroup at the area designated by your Counselors.

Health Services
Please be sure to bring a copy of your proof of insurance when you come to camp. In the event of an emergency, campers 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

Kaiser Permanente
6670 Alton Parkway
Irvine, CA 92618
(949) 932-5000

***Please read and sign the last page of this brochure and bring it with you to registration on the first day of camp.

Should you have further questions, please do not hesitate to contact Megan MacDonald, Director of Outreach Programs, at (949) 824-8976 or megan.macdonald@uci.edu.

Thank you, and we hope you have a wonderful time at CTSA’s Summer Academies in the Arts!
I have read and understand this manual 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 Summer Academies.

Camper Name (please print):

__________________________________________________________________________

Name ___________________________ Date ____________

Camper Signature:

__________________________________________________________________________

Name ___________________________ Date ____________

Parent or Guardian Name (please print):

__________________________________________________________________________

Name ___________________________ Date ____________

Parent or Guardian Signature:

__________________________________________________________________________

Name ___________________________ Date ____________