

**UCI** Claire Trevor School of the Arts  
**SUMMER ACADEMIES** IN THE *arts*

**STUDENT HANDBOOK**  
**SUMMER 2022**

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## TABLE OF CONTENTS

WELCOME!.....	3
Program Contact Information .....	3
Summer Academies in the Arts .....	3
History of Claire Trevor School of the Arts.....	3
Outreach at Claire Trevor School of the Arts.....	4
Claire Trevor School of the Arts Staff .....	5
LOGISTICS .....	6
Accessibility.....	6
Attendance and Participation .....	6
Cancellations & Refunds.....	6
Communication .....	7
COVID-19 Information.....	7
Directions .....	9
Drop Off and Pick Up .....	9
Healthcare and Insurance .....	9
Lunch.....	10
Parking .....	10
Security and Privacy .....	10
University Credit.....	11
Waivers and Forms.....	11
POLICIES & PROCEDURES.....	12
Alcohol and Drugs.....	13
Bullying.....	13
Campus Boundaries.....	13
Cell Phones, Computers, Electronic Devices and Responsibility .....	14
Copyright and Ownership Registration .....	14
COVID-19 Vaccination Policy .....	14
Disaster Preparedness.....	14
Disciplinary Action.....	15
Dress Code .....	16
Lost and Found .....	16
Missing/Lost Student.....	16
Nondiscrimination.....	16
Sexual Violence and Harassment.....	17
Smoking and Marijuana .....	20
Social Media Policy .....	20
Vandalism .....	20
Weapons and Dangerous Materials.....	20

# WELCOME!

We are thrilled you have chosen to attend UC Irvine Claire Trevor School of the Arts' Summer Academies in the Arts! Our instructors and staff are eager to work with you during this unique educational experience.

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 you and your family guidance 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 feel free to reach out to us.

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

## PROGRAM CONTACT INFORMATION

**Megan Belmonte – Program Director**

Summer Academies in the Arts

[artsoutreach@uci.edu](mailto:artsoutreach@uci.edu)

☎ 949.824.8976

☎ 949.529.1119

## SUMMER ACADEMIES IN THE ARTS

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The **Summer Academies in the Arts** are college and career preparatory intensives for high school students to attend focused classes 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 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 a reflection of our undergraduate college courses.

## HISTORY OF CLAIRE TREVOR SCHOOL OF THE ARTS

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As UCI's creative laboratory, the Claire Trevor School of the Arts (CTSA) 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 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. 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.

CTSA 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.

CTSA 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**

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*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 experiential immersion in the arts to help enrich lives. Programs include Creative Connections, Summer Academies in the Arts, and various other projects designed to develop the next generation of citizen artists.

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.

## CLAIRE TREVOR SCHOOL OF THE ARTS STAFF

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### Administrative Officers

Stephen Barker	Dean
Jason Valdry	Assistant Dean
Megan Belmonte	Director of Outreach Programs
Jeff Stube	Facilities Manager
Amy Kim	Director of Student Affairs
Kaysie José	Outreach Programs Manager

### Department Chairs

Kevin Appel	Art
Molly Lynch	Dance
Don Hill	Drama
Dr. Stephen Tucker	Music

## 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 program, so you may prepare yourself prior to the first day. You may also check the [Frequently Asked Questions](#) section on our website.

## ACCESSIBILITY

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We are committed to reducing as many barriers to participation for all our students, and will do our best to meet any special accommodations needed.

Should a student need additional accommodations or have further questions in regards to accessibility, please contact us at [artsoutreach@uci.edu](mailto:artsoutreach@uci.edu) as soon as possible after completing registration so that we have ample time to provide you with appropriate resources.

## ATTENDANCE AND PARTICIPATION

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Students are expected to be present and engaged throughout the entire Academy. The program is structured in a sequential way for students to learn and apply gained knowledge and skills as they progress through the course.

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 dismissal from the program. Should a student need to skip a day, arrive late, or leave early, their grown-ups must inform the Summer Academies staff to properly have them excused. All requests must be emailed to [artsoutreach@uci.edu](mailto:artsoutreach@uci.edu) or by calling or texting 949.529.1119 beforehand.

In the event a student is missing from class without having informed Summer Academies staff of their planned absence, the Summer Academies staff will contact the student's primary emergency contact to determine their whereabouts. After three (3) unexcused absences, students will be dismissed from the program.

## CANCELLATIONS & REFUNDS

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Space in the Summer Academies in the Arts is extremely limited. Please inform us should you need to cancel as soon as possible, so that the spot may be filled by another student.

The registration fee includes a deposit of \$100 and is non-refundable, no exceptions. Cancellations will be accepted through Wednesday, June 1, 2022 for a full refund, minus the deposit. Cancellations made after June 1, 2022 will receive a 50% refund, minus the deposit. Cancellations made on or after the first day of the student's course are non-refundable, no exceptions.

All cancellations must be made in writing to [artsoutreach@uci.edu](mailto: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](#).

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 are in no way guaranteed.

*Should we need to cancel the 2022 Summer Academies in the Arts due to the extraordinary circumstances of COVID-19, we will refund your entire registration fee.*

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## COMMUNICATION

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We strive for transparency and open lines of communication with our participants to create a fulfilling, stress-free learning environment. In order to avoid confusion, misunderstandings, or delays, please do your part to provide us with accurate contact information and reach out to us with any additional information, concerns, or needs before, during, and after the program.

Most program communication will be done via phone and email. The phone numbers provided in your registration will be our way of contacting the student and their grown-ups, in the event of an immediate need. Please provide a valid U.S. phone number with a working voicemail system that you can frequently access and check. Should a student be missing from a class or activity, the primary phone number will be called. If not answered, we will call the student's emergency contact. If we are unsuccessful at getting ahold of someone on the phone, we will send an email. Please ensure that you provide a valid email address that is regularly checked.

Should the behavior or participation of a student cause issues during the program, or if an emergency occurs, the student's main emergency contact will be contacted and the appropriate disciplinary actions may be taken.

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## COVID-19 INFORMATION

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We are committed to the safety of our participants, instructors, and staff, and so are proactively following federal, local, and University mandates related to the ongoing, global COVID-19 pandemic. **If you feel that our approach to COVID-19 safety is too restrictive or invasive of your privacy, we encourage you to reconsider your decision to attend our program.** Visit our [COVID-19 website](#) for the most up-to-date information regarding our COVID-19 policy and process.

This information is subject to modification because public health circumstances are dynamic and UCI's response changes as the virus mutates, our understanding of the virus develops and community transmission fluctuates.

The University of California, Irvine will no longer require individuals participating in this program to obtain a COVID-19 vaccination prior to participating. While UCI is not requiring vaccination to participate in this camp, we do encourage all participants who are eligible to be vaccinated and boosted to do so prior to

attending camp. We also encourage camp participants to test for COVID-19 48 hours prior to attending camp.

### **Non-Pharmaceutical Interventions (NPIs)**

We follow protocols for non-pharmaceutical interventions or NPIs such as testing and masking. All participants, regardless of vaccination status, are required to follow all current NPIs, no exceptions.

### **Case Response**

In the event that a student exhibits symptoms while at the Summer Academies, their emergency contact will be notified, and the student will be sent home. The student should stay home until they are no longer exhibiting symptoms.

In the event that a student tests positive, they must not attend the Summer Academies until they meet the criteria for release from isolation according to then-current [California Department of Public Health guidance](#).

### **Community Care**

All individuals on UCI controlled property are responsible for adhering to all relevant policies, regulations, orders, and guidance, specifically including those issued by other governmental agencies such as the California Department of Public Health and Centers for Disease Control and Prevention, related to mitigation of possible exposure to and transmission of COVID-19 on UCI controlled property and to help prevent the spread of COVID-19 within the UCI community.

As we navigate a third year of uncertainty, we recognize the tremendous benefit that the arts have on our collective well-being. Together, we can ensure that the Summer Academies are a space where young artists thrive. To keep our community safe and healthy:

- Students should not attend their Summer Academies class if they are feeling sick or have any symptoms of cold, flu, or COVID-19, or if they receive a positive test.
- We encourage everyone to take a COVID-19 test prior to the first day of class.
  - Laboratory antigen and PCR tests should be taken 24-48 hours before the first day, and everyone should do their best to avoid exposure between their test and coming to class.

### **Modification/Cancellation**

There is ongoing uncertainty related to the pandemic which may require that we modify or cancel the program. If this becomes necessary, Summer Academies staff will inform participants via email as soon as possible.

## DIRECTIONS

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### 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 \(SNA\)](#). 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](mailto:artsoutreach@uci.edu) at least four (4) weeks in advance of your arrival with flight information, and we will help you arrange transportation.

## DROP OFF AND PICK UP

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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 on, all students will meet their instructors in the Contemporary Arts Center (CAC) plaza and will walk to class together. We will have staff walking around to monitor the area, however, students are responsible for getting to the CAC plaza on time. Attendance will be taken at the beginning of every class, and should a student not be present, we will reach out to their primary emergency contact to double check their absence. We do not provide extended care.

Grown-ups 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 CTSA 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](mailto:artsoutreach@uci.edu) or by texting or calling 949.529.1119.

## HEALTHCARE AND INSURANCE

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Staff is on duty to administer first aid for minor injuries or sickness. Staff is not responsible for administering prescribed medication. Please include participant’s medical conditions and/or special

needs in their registration, and if necessary, provide a copy of the student's insurance information in case of emergency to check-in on the first day of class.

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

**Hoag Memorial  
Hospital Presbyterian**  
One Hoag Drive  
Newport Beach, CA  
949.764.4624

**Hoag Urgent Care  
Irvine**  
4900 Barranca  
Parkway, Suite 103  
Irvine, CA 92604  
949.791.3106

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

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## LUNCH

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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. For an additional fee, lunch can be provided each day Monday-Friday, except holidays. This option can be added during your registration.

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## PARKING

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Parking is available in the Mesa Parking Structure on Mesa Road between University and W. Peltason Drive. **Parking regulations are strictly enforced on the UCI campus. All vehicles must possess a valid permit while on campus.**

Permits can be purchased at any information kiosk, dispenser, or through UCI's ParkbyPlate signage located in select parking areas. All options accept major credit cards (Visa, MasterCard, American Express, Discover).

Physical permits must be displayed. For purchases made through ParkbyPlate, your license plate serves as your permit.

Please visit the online interactive campus map for [purchase locations](#). If you would prefer to speak with a parking attendant at an information kiosk, refer to the [map of locations and available hours](#).

More information and prices are available online at the [UCI Transportation](#) website.

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## SECURITY AND PRIVACY

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The Summer Academies in the Arts program takes the safety and security of our participants, instructors, and staff extremely seriously. Extensive measures are in place to promote a safe, inclusive environment for all.

# SUMMER ACADEMIES IN THE *Arts*

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- All classes will be monitored by Summer Academies staff
- Students will participate in a 2:1 environment, meaning there will be at least two other people with them during instruction. One-to-one interactions are prohibited.
- All classes are closed to the public, with the exception of our end of program showings where grown-ups are invited to join.
- All class material is reviewed by the Summer Academies staff ahead of time.

Additionally, all instructors and staff have been trained in youth protection and safety, with extensive policies in place to maintain the safety of all participants. Refer to our [Policies & Procedures](#) section for more information.

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## UNIVERSITY CREDIT

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For an additional fee, university credit is available for attending the Summer Academies in the Arts. A student may receive credit by enrolling as a student through [UCI's Summer Session office](#). Students will incur an additional fee of \$459.50 on top of your Academy registration – \$174.50 for course fees and a \$285 mandatory campus fee\*. To qualify, students must be a Junior or Senior high school student as of Fall 2022 with an unweighted GPA of 3.0, or be a current college student. If interested, please email [artsoutreach@uci.edu](mailto:artsoutreach@uci.edu) to attain more information, including required forms, in order to register for credit. Last day to enroll for credit without a \$50 late fee is June 17, 2022.

Student who enroll will receive university credit towards one (1) unit in an independent study course. Please double check with your academic counselor to ensure that credit can be transferred to the appropriate course/program.

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

*\*Fees subject to change based on UCI's Summer Session office.*

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## WAIVERS AND FORMS

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All participants are required to read and agree to our waivers and policies in order to participate in the Academy courses. Forms will require an electronic acknowledgement and signature that will be collected during the registration process. Copies of these will be available to download and/or print after completion of your registration.

Forms that must be completed include:

- Waiver of Liability
- Code of Conduct
- Photo Consent

# SUMMER ACADEMIES IN THE *Arts*

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## 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 participate in the Summer Academies in the Arts, you are joining a community. 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
  - Sec. 714-18: Computer and Network Use Policy
- University of California's Policies Applying to Campus Activities, Organizations and Students (PACAOS)
- 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. Sharing personal prescription medication and/or taking prescription medication not prescribed to you.
4. Possession, use, or discharge of a weapon, real or toy.
5. Possession of any dangerous materials, including but not limited to explosive, flammable, and/or hazardous materials.
6. Any form of intimidation, intolerance, harassment, or violence.
7. Damage, theft or vandalism, including digital destruction, of any kind.
8. Involvement in any illegal action.
9. Three (3) unexcused absences.
10. Inability to function adequately during class for any reason, such as lack of sleep, prolonged illness, or improper eating habits.
11. Disregard and/or defiance of staff and/or instructors' requests, and/or disruption of classes, performances, or any other activities.

**Special Note to students 18 years old+ and their parents/guardians:** By participating in the Summer Academies in the Arts program, you willingly agree to abide by all rules and policies despite the fact that they may be more restrictive than you are accustomed to in your regular personal/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 program.

# SUMMER ACADEMIES IN THE *arts*

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## ALCOHOL AND DRUGS

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As a program that operates through a state agency, we observe 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 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.

## BULLYING

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Bullying, including when the behavior of one person hurts or harms another, either emotionally, mentally 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 Manager immediately. For more information, please refer to UCI's Policies and Procedures [Sec. 700-18: Guidelines on Discrimination and Harassment](#).

## CAMPUS BOUNDARIES

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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 students may visit our on-campus dining locations. Refer to [Lunch](#) section in this manual for more information.

# SUMMER ACADEMIES IN THE *Arts*

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## CELL PHONES, COMPUTERS, ELECTRONIC DEVICES AND RESPONSIBILITY

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**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.

All communications with other participants, instructors, faculty, and staff must be program-related. Sending of unsolicited communication, of any kind, is prohibited.

Any student found in violation of these policies may be considered grounds for dismissal. For more information, please refer to UCI's Policies and Procedures [Sec. 714-17: Using University Administrative Information Systems](#) and [Sec. 714-18: Computer Network Use Policy](#).

## COPYRIGHT AND OWNERSHIP REGISTRATION

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Summer Academies in the Arts 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.

## COVID-19 VACCINATION POLICY FOR ALL UCI CAMPS

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This information is subject to modification because public health circumstances are dynamic and UCI's response changes as the virus mutates, our understanding of the virus develops and community transmission fluctuates.

The University of California, Irvine will no longer require individuals participating in this program to obtain a COVID-19 vaccination prior to participating. While UCI is not requiring vaccination to participate in this camp, we do encourage all participants who are eligible to be vaccinated and boosted to do so prior to attending camp. We also encourage camp participants to test for COVID-19 48 hours prior to attending camp.

## DISASTER PREPAREDNESS

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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.

# SUMMER ACADEMIES IN THE *arts*

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- 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](#).

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## DISCIPLINARY ACTION

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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 University. Should any student's behavior violate any of the rules, formal disciplinary action may occur as follows with the program manager or their designee maintaining complete discretionary power to determine whether parental/guardian notification, probation, and/or immediate expulsion is warranted.

- **CLASS INFRACTIONS:** Any student who has seriously breached the rules and expectations regarding handling of equipment and materials, the privacy and rights of other students, or participation in inappropriate classroom behavior, may be removed from the program upon the first infraction without warning.
  
- **ALL OTHER INFRACTIONS:** All other infractions will be handled by the program director or designee. The student's actions will be documented in writing and the program administrators will be informed of the infraction. The student will be scheduled for a meeting with the program director or agent and appropriate staff and/or faculty. After ascertaining the facts of the situation, the program director 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 grown-ups will be contacted to inform them of the student's expulsion. No dismissed student may continue taking classes. A letter indicating the cause of dismissal will be sent to the student's grown-ups and school, if found necessary.

# SUMMER ACADEMIES IN THE *Arts*

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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.**

## DRESS CODE

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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.

## LOST AND FOUND

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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](mailto:artsoutreach@uci.edu).

## MISSING/LOST STUDENT

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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](mailto:artsoutreach@uci.edu) or calling 949.529.1119. This will avoid any confusion and misunderstanding.

## NONDISCRIMINATION

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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.

# SUMMER ACADEMIES IN THE *Arts*

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

- The Program Director by emailing [megan.belmonte@uci.edu](mailto:megan.belmonte@uci.edu) or calling 949.824.8976.
- UCI Office of Equal Opportunity and Diversity by calling 949.824.5594.
- Anonymous Discrimination and Sexual Harassment Hotline by calling 949.824.7037.

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

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## SEXUAL VIOLENCE AND HARASSMENT

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The Summer Academies in the Arts program 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 happens often enough to make you feel uncomfortable, scared or confused, and can interfere with your schoolwork or your ability to participate in extracurricular activities or attend classes.

# SUMMER ACADEMIES IN THE *arts*

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Examples of harassment include, but are not limited to:

- Sexual propositions, sexual innuendoes or other seductive behavior, such as repeated, unwanted requests for favors, 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 that 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 employees – from instructors, to speakers, 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 employees complete background checks and fingerprinting. 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 Program Director by emailing [megan.belmonte@uci.edu](mailto:megan.belmonte@uci.edu) or calling 949.824.8976.**

# SUMMER ACADEMIES IN THE *arts*

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- **The Outreach Programs Manager by emailing [kjose@uci.edu](mailto: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.**
- **Anonymous Discrimination and Sexual Harassment Hotline by calling 949.824.7037.**

Individuals concerned about confidentiality or anonymity may wish to leave a message on the Sexual Harassment Call Line at 949.824.7037, or [file a report confidentially online](#).

**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 grown-ups 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 grown-ups, 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 that a fellow student 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 on Sexual Violence and Sexual Harassment](#). [[Violencia Sexual y Acoso Sexual – Spanish](#) | [性暴力與性騷擾 – Traditional Chinese](#)]

# SUMMER ACADEMIES IN THE *Arts*

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## SMOKING AND MARIJUANA

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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 Policy and Procedures](#). Despite passage of Prop 64, possession of marijuana is strictly prohibited at all university functions, including during the Summer Academies in the Arts program. For more information, please refer to [UC's marijuana and drug policy](#).

## SOCIAL MEDIA POLICY

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Students may not receive personal contact information from any of the Summer Academies instructors or staff while the program is in session. This includes personal email, "friending" on Facebook, following on Instagram, Twitter, Snapchat, TikTok, etc. If students wish to keep in touch with the any of the program staff after the summer is over, their grown-ups may email the program at [artsoutreach@uci.edu](mailto:artsoutreach@uci.edu) to request that specific person's contact information. Information will only be shared should the requested party agree and confirm.

Any incidents in which photography of students may need to be taken will be shared with students and their parents/guardians ahead of time. Any photos taken will only be used for marketing purposes. Students' personal information will never be shared.

## VANDALISM

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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.

## WEAPONS AND DANGEROUS MATERIALS

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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 in the Arts 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](#).