

UCI Claire Trevor School of the Arts

SUMMER ACADEMIES LITE

STUDENT HANDBOOK **SUMMER 2021**

Updated: 01.28.2021

SUMMER ACADEMIES LITE

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CLAIRE TREVOR SCHOOL OF THE ARTS SUMMER ACADEMIES LITE STAFF

CTSA 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

PROGRAM CONTACT INFORMATION

Kaysie José – Program Manager

Summer Academies LITE

artsoutreach@uci.edu

949.824.4647

SUMMER ACADEMIES LITE

WELCOME!

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

In light of these times, we understand that this shift towards a virtual learning environment can be exciting yet challenging. This Student Handbook will provide guidance with what to expect as a Summer Academies student, but also what we expect from you. If you reach the end of this manual and still have further questions, please 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.

SUMMER ACADEMIES LITE

The Summer Academies LITE program is a modified version of our in-person Summer Academies in the Arts that focuses on college admissions preparation and professional development opportunities for students in a virtual learning environment.

HISTORY OF CLAIRE TREVOR SCHOOL OF THE ARTS

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.

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OUTREACH AT CLAIRE TREVOR SCHOOL OF THE ARTS

The mission of Outreach at the Claire Trevor School of the Arts (CTSA) is to provide the community with access to the creative capital of CTSA.

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

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.

COMMUNICATION

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 email. Please ensure that you provide a valid email address that is regularly checked.

The phone numbers provided in your registration will be our way of contacting the student and their parent/guardian, if necessary. Please provide a valid U.S. phone number with a working voicemail system that you 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 getting a hold of someone on the phone, we will send an email.

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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TECHNOLOGY REQUIREMENTS

Students will need the following in order to participate in Summer Academies LITE:

- Electronic device equipped with video camera and microphone (Laptop, tablet, smartphone, etc.)
- Reliable internet connection
- Access to Zoom platform, either through an internet browser or downloaded application

All course sessions will be hosted on Zoom, however, some specific sessions may introduce students to other programs as part of the curriculum. More information on how to navigate Zoom, including class links and other digital platforms needed, will be shared after registering.

For free internet connectivity resources available to students, please feel free to visit the [UCI TechPrep's website](#).

ATTENDANCE AND PARTICIPATION

Students are expected to be present and engaged for all sessions 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 week, and therefore, students may not skip any sessions for any reason.

In the event a student is missing from a session, the Summer Academies staff will contact the student's primary emergency contact to ensure they are not mistakenly absent. Unexcused or repeated absences may result in the student's dismissal from the program.

Should your student anticipate being late or experience any technical issues, please notify the Summer Academies staff immediately by emailing artsoutreach@uci.edu or calling/texting 949.529.1119.

SECURITY AND PRIVACY

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

- All sessions – both group and individual – will be attended and monitored by Summer Academies LITE staff, who are the only ones in control of platform settings and permissions.
- Students will always partake in a 2:1 virtual environment, meaning there will always be at least two other people with them in the group. One-on-one interactions are prohibited.
- Class links will not be shared until the day prior, including very specific instructions for login. Further measures are implemented as recommended by UCI's TechPrep "[How to Secure a Zoom Meeting](#)". Login information and/or link may not be shared with others.
- All sessions are closed to the public, with the exception of some sessions where parents/guardians are invited to join.
- All class material is reviewed by the Summer Academies LITE staff ahead of time.
- Sessions will not be recorded, and students may not self-record or livestream any program content for any reason. Students should expect to take their own notes just as they would for any other online class.

Additionally, all instructors and staff have been trained in youth protection and online 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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ACCESSIBILITY

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.

We are working to ensure all our sessions and class content are closed captioned and follow the [Web Content Accessibility Guidelines \(WCAG\)](#). Though sessions are not recorded and copies of all class materials will be shared at the end of each day, a student may request an audio recording of sessions if deemed necessary by a disability. For more information on accessibility efforts and resources, please visit [UCI's IT Accessibility website](#).

Curriculum has also been intentionally crafted to consider student's limitations in digital resources, physical space, and access, so that all our students may have an equitable learning experience.

Should a student need additional accommodations or have further questions in regards to accessibility, please contact us at artsoutreach@uci.edu.

WAIVERS AND FORMS

All participants are required to read and complete the following waivers and forms in order to participate:

- Code of Conduct
- Photo Consent

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.

CANCELLATIONS

Participation in Summer Academies LITE is extremely limited. Should you need to cancel, please inform the Summer Academies staff as soon as possible so that your spot may be filled by another student. All cancellations must be made in writing to artsoutreach@uci.edu.

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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 Summer Academies LITE, 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. Upon an unexcused absence, you may be asked to leave at the program staff's discretion.
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 LITE 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.

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ELECTRONIC USAGE AND RESPONSIBILITY

While the use of electronic devices is required to participate in this program, we expect all students to use their devices responsibly. Students are expected to be fully engaged and paying attention during their sessions. This means not involving themselves in non-class related activities, such as browsing the internet, checking social media, online messaging, or any other distracting activity.

Students are prohibited from accessing or sharing any inappropriate content, and may not abuse, vandalize, or damage property, including but not limited to websites and other virtual platforms, abiding by all local, state, and federal laws pertaining to the internet.

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](#).

SOCIAL MEDIA POLICY

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, etc. If students wish to keep in touch with any of the program staff after the summer is over, their parent/guardian may email the program at artsoutreach@uci.edu for 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.

SEXUAL VIOLENCE AND HARASSMENT

The Summer Academies LITE 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.*

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- **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.

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](#).

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

Victims of sexual harassment are often hesitant to come forward because they do not think they will be believed. This concern should not stop victims from making this complaint known to someone. Individuals who complain of sexual harassment are protected from retaliation by federal and state law and by UCI policy.

If you feel you have been sexually harassed, please tell someone immediately:

- The Summer Academies Program Manager by emailing kjose@uci.edu or calling 949.824.4647.
- The Director of Outreach Programs by emailing megan.belmonte@uci.edu or calling 949.824.8976
- 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 parents/guardians can do:

- **Do not blame yourself.** No one should tolerate behavior that makes them uncomfortable. You have not done anything to cause the harassment, even if you flirted or like/d them.
- **Say “No” Clearly.** Tell the person who is harassing you that their behavior makes you uncomfortable or offends you. They may not realize how hurtful their behavior is and may need a clear message from you to stop. If the harassment does not end, you may write a letter asking the harasser to stop. Keep a copy of the letter. If the behavior continues, tell someone.
- **Write down what happened.** When someone harasses you or makes you feel uncomfortable, write it down – what happened, the date it happened, where it happened, and who else may have seen or heard the harassment. Also write down what you did in response, and how the harassment made you feel. Save any notes or pictures the harasser sent you. It is a good idea to keep the record somewhere besides school, such as your home or another safe place.
- **Report the Harassment.** It is very important that you tell a Summer Academies staff, instructor, or UCI official should you have been a victim of sexual harassment and/or violence. If you do not report the incident(s), then there is no way of anyone knowing and being able to help you. If you do not feel comfortable telling someone by yourself, get the help of your parent/guardian, friend or pick another person you trust to go with you.
- **Protect your Fellow Students.** Most incidents of sexual harassment go unreported. If you see or suspect a fellow student that you think is being harassed, encourage that student to talk to a Summer Academies employee or other adult. Employees found to have harassed will face disciplinary or other action, up to and including termination. Students found to have harassed will be removed immediately from the program.

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

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BULLYING

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 for Reporting and Responding to Reports of Discrimination and Harassment](#).

NONDISCRIMINATION

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

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

- The Summer Academies Program Manager by emailing kjose@uci.edu or calling 949.824.4647.
- UCI Office of Equal Opportunity and Diversity by calling 949.824.5594.
- Anonymous Discrimination and Sexual Harassment Hotline by calling 949.824.7037.

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

ALCOHOL AND DRUGS

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.

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SMOKING AND MARIJUANA

Minors in California are prohibited from having a pack of cigarettes/cigars or a single cigarette/cigar, or matches, lighters, and pipes used for smoking. For more information, please refer to UCI's Policies and Procedures [Sec. 903-14: Smoke and Tobacco Free Environment Guidelines](#). Despite passage of Prop 64, possession of marijuana is strictly prohibited at all university functions, including during the Summer Academies LITE program. For more information, please refer to [UC's marijuana and drug policy](#).

WEAPONS AND DANGEROUS MATERIALS

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 LITE 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](#).

COPYRIGHT AND OWNERSHIP REGISTRATION

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

DISCIPLINARY ACTION

Disciplinary action in response to infractions of the rules is left to the discretion of the program and school, which reserves the right to take all actions it considers to be in the best interest of the student, the student body, the program, and the 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 manager 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 manager or agent and appropriate staff and/or faculty. After ascertaining the facts of the situation, the program manager or agent will determine whether parental/guardian notification, probation, and/or expulsion are warranted.
- DISMISSAL: In the event of a dismissal, also referred to as removal, the student's parent and/or guardian will be contacted to 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 parents/guardians and school, if found necessary.

Dismissal is at the absolute discretion of the Summer Academies administration. No refund of fees or award of college credit will be made to a student who has been dismissed from the Summer Academies LITE program.

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CODE OF CONDUCT AGREEMENT // 2021

The Summer Academies LITE is committed to providing a quality education that prioritizes learning in a safe and inclusive environment. As a UCI-sponsored youth program, you are joining a community whose responsibility is to maintain 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](#)

In addition, all participants are expected to adhere to the following Code of Conduct summarizing the rules and policies outline in this Handbook. Failure to do so will result in disciplinary action and/or removal from the program.

- Participants must act respectfully and responsibly throughout the program.
- Participants must adhere to all local, state, and federal policies, including copyright laws and regulations.
- Participants must act responsibly when engaging in online activity, such as video conferencing, discussion threads, classroom platforms and online communications. Use of an email address, profile picture, and virtual background must be appropriate for an educational environment.
- For the safety and privacy of all participants, program sessions are closed to outside guests. Sharing or giving others access to content or materials, such as login information, meeting links, passwords, and/or private information, is prohibited. Personal recording and/or streaming of any kind is prohibited.
- Violence, bullying, harassment, discrimination, intimidation, and abuse of any type, real or threatened, towards of any member of the community will not be tolerated and will result in dismissal from the program.
- Accessing, posting, or displaying any harmful or inappropriate pictures or materials that may be perceived as threatening, inappropriate, or offensive is strictly prohibited.
- All communications with other participants, instructors, faculty, and staff must be program-related. Sending of unsolicited communication, of any kind, is prohibited.
- Copying the work of others, allowing other to knowingly copy work, and/or misusing content from the internet is prohibited. Sharing the work of others with anyone outside the program is prohibited.
- Participants are encouraged to immediately stop and report any incidents that do not seem right or makes a participant feel uncomfortable to the program's instructor or staff.
- Appropriate behavior and dress are expected at all times.
- Participants are expected to be fully engaged and paying attention during all sessions. This means not partaking in non-class related activities, such as browsing the internet, checking social media, online messaging, or any other distracting activity.

I have read and understood this Code of Conduct in its entirety, and agree to abide by all rules and regulations herein. I understand and acknowledge that violation of these policies may result in incurred fees and/or expulsion from the program.

Student First/Last Name (Please print)

Signature

Date

Parent/Guardian First/Last Name (Please print)

Signature

Date