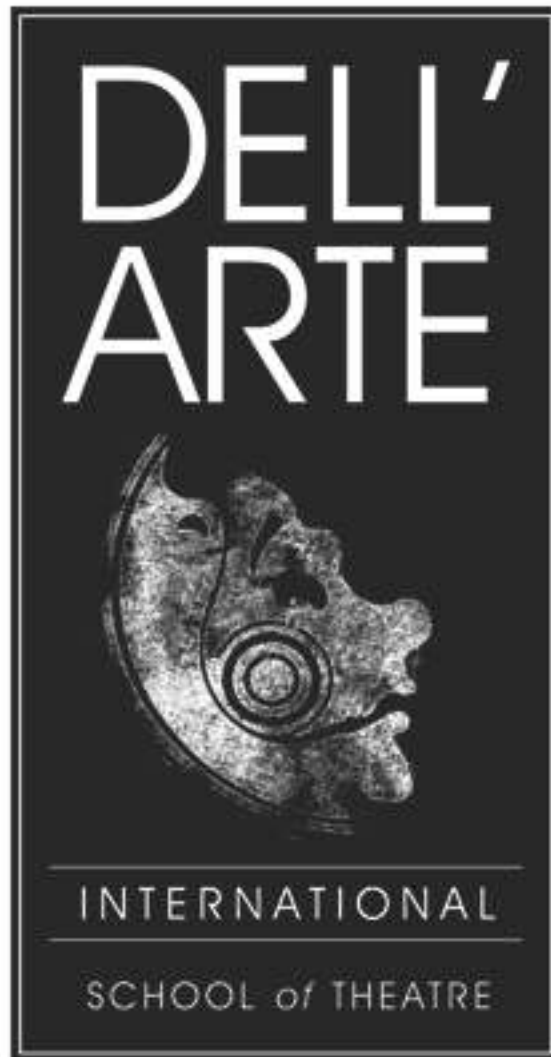


**Dell'Arte International
School of Physical Theatre
Student Catalogue and Handbook
*2018-2019***

Professional Training Program
MFA in Ensemble Based Physical Theatre
Advanced Ensemble Program



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I. ACADEMIC CALENDARS

Dell'Arte International School of Physical Theatre
ACADEMIC CALENDAR 2018 – 2019
Professional Training Program (PTP)
Dates are subject to change.

ORIENTATION

Saturday, Sept 29 and Sunday, Sept 30, 2018*

FIRST DAY OF CLASSES

Monday, Oct 1, 2018

LAST DAY OF CLASSES

Saturday, June 8, 2019

GRADUATION

Sunday, June 9, 2019

Breaks & Academic Holidays

VETERANS DAY: Nov 5 (The actual holiday is Nov 11, but we take Monday off)

THANKSGIVING BREAK: 1:30pm Nov 21 – Nov 25

WINTER HOLIDAY BREAK: Dec 8 – Jan 6

MARTIN LUTHER KING DAY: Jan 21

WINTER BREAK: Feb 10 – Feb 17

PRESIDENTS DAY: Feb 18

SPRING BREAK: March 31 – April 7

Advance Notice

Nature Day Immersion: Monday Oct 8, 6am – 10pm

Saturday Notes/Rehearsal: Saturdays after performances, 10am – 1pm

Rural Residency Postmortem: Saturday June 8, 7pm – 9pm

Schedule of Blocks

Play and the Imitation of the Natural World: Oct 1 – Dec 7

Commedia: Jan 7 – Feb 9

Melodrama: Feb 19 – March 30

Clown: April 8 – May 11

Rural Residency: May 13 – June 1 (Includes weekends)

Public Performances

Feb 7, Feb 8, and Feb 9 – PTP and MFA 1 Commedia Finals

March 28, 29 and 30 – PTP and MFA 1 Melodrama Finals

May 9, 10 and 11 – PTP and MFA 1 Clown Finals

May 30 or May 31 – PTP and MFA 1 Rural Residency Performance

*Attendance is required at Orientation and all classes.

Dell'Arte International School of Physical Theatre
ACADEMIC CALENDAR 2018 – 2019
YEAR ONE MFA STUDENTS
Dates are subject to change.

ORIENTATION

Saturday, Sept 29 and Sunday, Sept 30, 2018*

FIRST DAY OF CLASSES

Monday, Oct 1, 2018

LAST DAY OF CLASSES

Saturday, June 8, 2019

GRADUATION

Sunday, June 9, 2019

Breaks & Academic Holidays

VETERANS DAY: Nov 5 (The actual holiday is Nov 11, but we take Monday off)

THANKSGIVING BREAK: 1:30pm Nov 21 – Nov 25

HOLIDAY BREAK: Dec 8 – Jan 6

MARTIN LUTHER KING DAY: Jan 21

WINTER BREAK: 5 pm Feb 12 – Feb 17

PRESIDENTS DAY: Feb 18

SPRING BREAK: 5 pm April 2 – April 7

Advance Notice

Nature Day Immersion: Monday Oct 8, 6am – 10pm

Saturday Notes/Rehearsal: Saturdays after performances, 10am – 1pm

Rural Residency Postmortem: Saturday June 8, 7pm – 9pm

Schedule of Blocks

Play and the Imitation of the Natural World: Oct 1 – Dec 7

Commedia: Jan 7 – Feb 9

Melodrama: Feb 19 – March 30

Clown: April 8 – May 11

Rural Residency: May 13 – June 1 (Includes weekends)

M1 Seminars

Feb 4 – Feb 5

March 25 – March 26

May 6 – May 7

Public Performances

Feb 7, Feb 8, and Feb 9 – PTP and MFA 1 Commedia Finals

March 28, 29 and 30 – PTP and MFA 1 Melodrama Finals

May 9, 10 and 11 – PTP and MFA 1 Clown Finals

May 30 or May 31 – PTP and MFA 1 Rural Residency Performance

*Attendance is required at Orientation and all classes.

Dell'Arte International School of Physical Theatre
ACADEMIC CALENDAR 2018 – 2019
YEAR TWO MFA / YEAR ONE AEP STUDENTS
Dates are subject to change.

FIRST DAY OF CLASSES

Monday, September 10, 2018

ORIENTATION

Saturday, Sept 29 and Sunday, Sept 30, 2018*

LAST DAY OF CLASSES

Saturday, June 8, 2019

GRADUATION

Sunday, June 9, 2019

Breaks & Academic Holidays

POST-ORIENTATION DAY BREAK: Oct 1

VETERANS DAY: Nov 5 (The actual holiday is Nov 11, but we take Monday off)

THANKSGIVING BREAK: 12:30pm Nov 23 – Nov 25

HOLIDAY BREAK: 12:30pm Dec 11 – Jan 6

MARTIN LUTHER KING DAY: Jan 21

WINTER BREAK: Feb 25 – March 3

SPRING BREAK: April 29 – May 5

FINAL BREAK: June 3

Advance Notice

Nature Day Immersion: Monday Oct 8, 6am – 10pm

Saturday & Sunday Notes/Rehearsal: Sat and Sun after performances, 10am – 1pm

Schedule of Blocks

Academic Course & Ensemble Development: Sept 10 – Sept 28

Character Projects: Oct 2– Dec 9

M2 Seminar: Dec 11 – Dec 12

Adaptation Projects: Jan 7 – Feb 24

Tragedy: March 4 – April 28

Community-Based Arts May 5 – June 4

Academic Week: June 4 – June 7

Public Performances/Showings

October 24 – Character Project Showing

Dec 6, 7, 8, and 9 – Character Projects

Feb 21, 22, 23, and 24 – Adaptation Projects

April 25, 26, 27, and 28 – Tragedy

TBD week of May 27 and/or June 3-4 – Community-Based Arts

*Attendance is required at Orientation and all classes.

Dell'Arte International School of Physical Theatre
ACADEMIC CALENDAR 2018 – 2019
YEAR THREE MFA / YEAR TWO AEP STUDENTS
Dates subject to change.

FIRST DAY OF CLASSES

Monday, Sept 24, 2018

ORIENTATION

Saturday, Sept 29 and Sunday, Sept 30, 2019*

LAST DAY OF CLASSES

Saturday, June 8, 2019

GRADUATION

Sunday, June 9, 2019

Breaks & Academic Holidays

POST-ORIENTATION DAY BREAK: Oct. 1

VETERANS DAY: Nov 5 (The actual holiday is Nov 11, but we take Monday off)

THANKSGIVING BREAK: Nov 22

HOLIDAY BREAK: Dec 17 – Jan 10

WINTER BREAK: Feb 10 – Feb 17

SPRING BREAK: March 10 – March 17

FINAL BREAK: May 27 – May 28

Advance Notice

Nature Day Immersion: Monday Oct 8, 6am – 10pm

Saturday Notes/Rehearsal: Saturdays after performances, 10am – 1pm

Schedule of Blocks

Holiday Show: Oct 2 – Dec 16

Bali: Jan 11 – Feb 10 (pending ticketing)

Storytelling: Feb 19 – March 9

Thesis Projects: March 16 – May 26

Final Academic Weeks: May 29 – June 7

Public Performances/Showings

Nov 24 – Dec 16 – Holiday Show

Feb 25 – Bali Presentation

March 8,9 – Storytelling Showing

Thursdays-Sundays, May 16 – May 26 – Thesis Projects

*Attendance is required at Orientation and all classes.

II. WHO WE ARE

Dell'Arte International School of Physical Theatre is a full-time professional actor training program in physical theatre set in the breathtaking landscape of Northern California. The PTP, or Professional Training Program (a certificate program offering 900 hours of training from October through mid-June each year), the MFA in Ensemble Based Physical Theatre (three years), and the Advanced Ensemble Program (two year certificate program that runs concurrently with Years 2 and 3 of the MFA) are designed for those who have made a commitment to acting as their profession. The Dell'Arte International School is an institutional member of the National Association of Schools of Theatre (NAST), and the PTP, MFA, and AEP are accredited through NAST. NAST accredited institutional members include 128 schools such as UCLA, Northwestern, California Institute for the Arts, Dartmouth, Circle in the Square Theatre School, and the University of Missouri Kansas City. It is authorized to train veterans and to enroll non-immigrant alien students.

The Dell'Arte School is located in the small town of Blue Lake, surrounded by the majestic wilderness of California's North Coast. For over 40 years, Dell'Arte has welcomed students from all over the world to our home in this unique natural setting, to train, research and discover what is possible in the theatre.

Characterization must begin at home, in the body. Some of us are not at home in our bodies. We must discover what that means. Therefore the main emphasis of my work is physical self-discovery. “

Carlo Mazzone-Clementi, founder

The one-year Professional Training Program (PTP), three-year MFA in Ensemble Based Physical Theatre, and two-year Advanced Ensemble Program (AEP) were the first full-time programs in the U.S. to focus on physical theatre skills and ensemble creation. They are designed for those currently embarked on or intending to undertake a performance path of actor-created, physically dynamic, ensemble theatre making. The goal of the programs is the development of an ensemble performer with perspective and prowess, a physical actor with an alternative voice -- articulate, incisive, and poetic--a voice capable of contributing to the shape of contemporary theatre.

Dell'Arte is a member of the Association for Theatre in Higher Education (ATHE), Theatre Bay Area (TBA), the Southeastern Theatre Conference (SETC), Theatre Communications Group (TCG), National Association of Schools of Theatre (NAST), and the Mime Action Group in Europe. Dell'Arte International was awarded the 2005 Prize of Hope by the Danish Popular Theatre Institute, a 2005 Otto Award by the Castillo Theatre, New York City, and the 2005 National Theatre Conference Award for Achievement. In 2008, Dell'Arte awarded the first ever North American Prize of Hope to actor and activist Tim Robbins and the Actors Gang Theatre.

Dell'Arte Mission and Vision Statements

OUR IDENTITY

Dell'Arte International is the North American center for theatre training, research and performance of the actor-creator. We are a committed community of artists who model and share in a sustained ensemble practice.

OUR MISSION

International in scope, grounded in the natural living world, inspired by our non-urban setting, Dell'Arte International explores theatre making, theatre practice and theatre training for ourselves, the world and the future.

OUR VISION

Dell'Arte International seeks to create resonant works of theatre that are visceral, athletic, and engage the mystery underlying all experience. We revel in ferocious play.

OUR VALUES

WE BELIEVE IN:

- *Reflecting the cultural, ethnic, social and historic diversity of our community as well as expanding it.*
- *Exploring the relationship between art and place, artist and community.*
- *Teaching by our example as well as our pedagogy.*
- *The power of the arts to enrich the education and lives of young people.*
- *The power of theatre to transform artists and audiences.*
- *The ability of the actor-creator to make art that reflects the complexity of living, art that is both specific and universal.*
- *Ensemble and collaborative practices that place the artist at the center of the work and the organization.*
- *The importance of independent cultural production to our society's health.*
- *The value of our work to the field as a laboratory for exploration and development.*
- *The importance of play.*
- *The seriousness of comedy.*

Programs of Dell'Arte International

Dell'Arte International School of Physical Theatre – a professional actor training program attracting students from all over the world to study in a full time, one-year Professional Training Program, summer workshops, a one-month study abroad in Bali, Indonesia, a two-year Advanced Ensemble Program, and a three-year MFA program in Ensemble Based Physical Theatre.

The Dell'Arte Company – This on-going ensemble of artists has created over 35 award-winning, original works of theatre since 1977. The company has toured extensively in the United States and to international festivals.

The Dell'Arte Mad River Festival – This month-long summer event is the largest performance event in our community. Its indoor and outdoor events draw over 5,000 people locally and along the north coast.

Internships and Observer-ships - These programs are offered to those who are interested in learning more about our process of education for the Actor/Creator and/or about our point of view regarding specific aspects of theatre making. To begin the conversation, you must submit a letter of interest with a current CV. There is a fee for these programs, dependent on the duration of the proposal, and "in service" administration or facilities assistance.

Training at Dell'Arte International

Dell'Arte is a private institution that is approved to operate by the Bureau of Private Post-Secondary Education, and that approval to operate means compliance with state standards as set forth in the (CEC 94909(a)(2) and 94897(I)(1)(2)).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The mission of the training at Dell'Arte International School of Physical Theatre is: to serve, train, and provoke the next generation of theatre makers; to assert that profound possibilities come into view only when confronted by the impossible; to confirm that all things change and that movement is the basis for life.

As with written poetry, the attempt of a dynamic theatre is not to depict the world naturalistically, but rather, in the most essential way, to develop a theatrical language which embodies and communicates a perspective on the world. This is first a matter of observation and empathic identification with the world and its forms: forces of the natural world, as well as the appetites of the human body and the longings of the human spirit. This is the work of the dramatic imagination, the curious mind, the articulate, athletic, poetic body, and the collaborative ensemble.

The Professional Training Program

Physical training is based on the investigations of the body and its capabilities—strength, stamina, flexibility, articulation, and balance; the pursuit of body-knowledge or physical thought; and movement in space and time as the fundamental basis for a dynamic theatre. Acting and devising are taught through the study of Commedia, Melodrama and Clown. The single most important attribute for the student of the PTP is curiosity.

PTP Curriculum

PTP 104/204/304	Performance Lab	80 hours
PTP 105	Mime/Poetic Dynamics	60 hours
PTP 106	Principles of Physical Acting	40 hours
PTP 107/207/307	The Embodied Voice	60 hours
PTP 108/208/308	Movement Principles & Practices	60 hours
PTP 109/209/309	Natural Movement Studies	60 hours
PTP 110/210 /310	Dance/Acrobatics	60 hours
PTP 115	Improvisation	20 hours
PTP 118/218/318	Alexander Technique	40 hours

PTP 127/227	History of Non-Literary Theatre	20 hours
PTP 201	Mask Construction	20 hours
PTP 202	Mask Performance	20 hours
PTP 212	Commedia	70 hours
PTP 214	Melodrama	80 hours
PTP 313	Clown	70 hours
PTP 317	Rural Residency	80 hours
	Supplemental Classes	60 hours

TOTAL COURSE HOURS: 900

Supplemental Classes:

Contemporary Applications Ensemble Chorus/Singing
 Stage Acrobatics/Combat Special Topics
 Circus/Vaudeville Skills

All required classes are offered each year at approximately the number of the hours listed above. There will be variations due to scheduling. Each supplemental class may or may not be offered each year. Supplemental classes are offered for the hours listed in the curriculum and may be offered in substitution for some of the hours of other required classes to a maximum of 100 hours. No single supplemental class is offered for more than 60 hours.

The courses at Dell’Arte International are holistic in nature and are based on principles that, in practice, may be covered over multiple classes in the weekly schedule.

The MFA in Ensemble Based Physical Theatre

The expressed focus of the MFA training in Ensemble Based Physical Theatre is to offer a compelling, imaginative, and rigorous training for advanced students who have committed to undertake a performance path of actor-created, physically dynamic, ensemble theatre making. Building upon the foundational training of the first year, the goal in the second and third years of this three-year program is the development of an ensemble performer with perspective and prowess, a physical actor with an articulate, incisive, and poetic voice; an actor with a collaborative spirit capable of contributing to the shape of contemporary theatre. We educate the Actor/Poet as artist, entrepreneur and citizen.

MFA Curriculum

Year One

MFA 403/503/603	Contemporary Applications	3 credits
MFA 404/504/604	Performance Lab	3 credits
MFA 405/505/605	Mime/Poetic Dynamics	3 credits
MFA 406	Principals of Physical Acting	2 credits
MFA 407/507/607	The Embodied Voice	3 credits
MFA 408/508/608	Movement Principles & Practices	3 credits
MFA 409/509/609	Natural Movement Studies	3 credit
MFA 410/510/610	Dance/Acrobatics	3 credits

MFA 415	Improvisation	1 credit
MFA 418/518/618	Alexander Technique	3 credits
MFA 427/527	History of Performer in Non-literary Theatre	2 credits
MFA 501	Mask Construction	1 credit
MFA 502	Mask Performance	1 credit
MFA 512	Commedia	3.5 credits
MFA 514	Melodrama	4 credits
MFA 613	Clown	3.5 credits
MFA 617	Rural Residency	4 credits

Total 46 Credits

Year Two

MFA 701	Academic Course	1 credit
MFA 702/802/902	Theatre Dynamics/Scene Practicum	3 credits
MFA 704/804	Structural Analysis	2 credits
MFA 705	Evaluation	1 credit
MFA 706	Ensemble Creation & History	1 credit
MFA 707/807/907	Voice & Speech	4 credits
MFA 708/808/908	Rehearsal & Performance	9 credits
MFA 710/810/910	Theatre Dynamics/Seminar	3 credits
MFA 711/811/911	Advanced Movement	6 credits
MFA 715/815/915	Acting	6 credits
MFA 732	Ensemble & Community	2 credits
MFA 709/809/909	Movement Principles & Practices	6 credits
MFA 712/812/912	Ensemble-based Training Principles and Practices	2 credits

Total 46 Credits

Year Three

MFA 1001	Dell'Arte Internship	13 credits
MFA 1007/1107	Voice & Text	1 credit
MFA 1011/1111	Advanced Movement	1 credit
MFA 1101/1201	Thesis	13 credits
MFA 1105	Evaluation	1 credit
MFA 1109	The Actor Entrepreneur	1 credit
MFA 1110/1210	Theatre Dynamics/Seminar	2 credits
MFA 1226	Portfolio	1 credit
MFA 1301	International Internship	12 credits
MFA 1012/1212	Ensemble-based Training Principles and Practices	1 credit

Total 46 Credits
Program Total: 138 Credits

The Advanced Ensemble Program

The Advanced Ensemble Program (AEP) is a certificate program that mirrors the 2nd and 3rd year MFA training. The AEP is for talented students who do not yet possess an undergraduate degree but have completed our Professional Training Program and are otherwise qualified for training at the level of our MFA students in terms of aptitude, rigor, maturity, and perspective. AEP students matriculate into the 2nd and 3rd year ensemble alongside MFA students.

AEP Curriculum

Year One

AEP 721	Academic Course	10 credits
AEP 722/822/922	Theatre Dynamics/Scene Practicum	3 credits
AEP 724/824	Structural Analysis	2 credits
AEP 725	Evaluation	1 credit
AEP 726	Ensemble Creation & History	1 credit
AEP 727/827/927	Voice & Speech	4 credits
AEP 728/828/928	Rehearsal & Performance	9 credits
AEP 730/830/930	Theatre Dynamics/Seminar	3 credits
AEP 731/831/931	Advanced Movement	6 credits
AEP 735/835/935	Acting	6 credits
AEP 742	Ensemble & Community	2 credits
AEP 719/819/919	Movement Practices & Principles	6 credits
AEP 712/812/912	Ensemble-based Training Principles and Practices	2 credits

Total 55 Credits

Year Two

AEP 1021	Dell'Arte Internship	13 credits
AEP 1027/1127	Voice & Text	1 credit
AEP 1031/1131	Advanced Movement	1 credit
AEP 1121/1221	Thesis	13 credits
AEP 1125	Evaluation	1 credit
AEP 1129	The Actor Entrepreneur	1 credit
AEP 1130/1230	Theatre Dynamics/Seminar	2 credits
AEP 1236	Portfolio	1 credit
AEP 1321	International Internship	12 credits
AEP 1012/1013	Ensemble-based Training Principles and Practices	1 credit

Total 46 Credits

Program Total: 101 Credits

Admissions Policy

PTP Entrance Requirements

Applicants must be eighteen years of age or older and in good health. They must have a high school diploma or GED certificate. They must complete an application form and submit it with an application portfolio, consisting of an audition, recent photograph, a resume of previous training or experience, a statement of purpose, a \$35.00 application fee, and three letters of recommendation. Applications are reviewed by an admissions committee once the application portfolio is complete. Information about current audition requirements can be found on our website, www.dellarte.com/school. Additional inquiries should be addressed to the Director of Admissions.

MFA/AEP Entrance Requirements

Applicants must be eighteen years of age or older and in good health. They must have a BA, BFA degree, or its equivalent if they are foreign students. If applying to enter Year Two, applicants must have successfully completed the Dell'Arte International School of Physical Theatre's PTP, in addition to the requirement above. Applicants must complete an application form and submit it with an application portfolio, consisting of an audition, recent photograph, a resume of previous training or experience, a statement of purpose, a \$35.00 application fee, college transcripts, and three letters of recommendation. An admissions committee reviews applications once the process has been completed. Qualified candidates are invited to Dell'Arte for in-person auditions. Information about current audition requirements can be found on our website, www.dellarte.com. Additional inquiries should be directed to the Director of Admissions.

Non-Discrimination Statement

Dell'Arte, Inc. does not discriminate on the basis of race, color, age, religion, sex, national origin, physical disability, sexual preference or ethnic origin in the administration of its educational policies, admission policies, scholarship programs and other school administered programs.

Transfer Credits

Due to the unique nature of this course and its instruction, its intensive nature, and the importance of continuity, transfer credits are not accepted from other institutions. Also, no credit toward completion is granted for previous experience or training. For the MFA and AEP, the occasional exception is made if a student has previously completed Dell'Arte's Professional Training Program.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you receive at Dell'Arte International is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or degree you earn in all of Dell'Arte's programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Dell'Arte to determine if your certificate or degree will transfer.

Faculty

The Faculty of the Dell'Arte International School of Physical Theatre is made up of artists and teachers who continue to work as professional theatre artists. The class schedule for members of the faculty may vary each year depending upon research and/or performance commitments. Faculty may change without prior notice. Current faculty is listed at www.dellarte.com.

III. GENERAL INFORMATION

About Our Location

Dell'Arte is in Blue Lake, California, a very small town of 1,300 on the banks of the Mad River. Founded by French Pioneer Clement Chartin, Blue Lake was incorporated as a city in 1910. Originally Blue Lake was a resort community with people visiting from Arcata and Eureka on the foggy coast for a day of sun and boating on the lake. The Chartin Hotel was located on the shores of the lake. The lake was short lived and never more than a large pond, created by a record flood in the early 1800's. Construction of the Mad River levee in the early 1900's doomed the lake to its current low profile, hidden by willows and rushes, as it is fed only by two small streams, one of which runs behind Dell'Arte. The winter rains bring a smaller version of the lake back on occasion to the great enjoyment of migrating waterfowl.

Blue Lake has a remarkable history that traces the rise and fall of the timber industry. The town was a staging area for pack trains into the Trinity Alps during the Gold Rush. Later it burgeoned as a mill town, then withered as the local timber was used up, and the thirteen mills in the valley closed down in the 50's and 60's. Blue Lake remains a tight-knit community with multi-generational families and a pride in civic engagement. All three of the civic buildings--the City Hall, Fire Station and Prash Hall--were built by community volunteers. Dell'Arte came to town in 1974, attracted by the vacant Odd Fellows Hall, which we purchased and renovated.

The Blue Lake Fire Station is located in the center of town and operated by a volunteer fire department. There is a beautiful vintage fire truck displayed in the front window of the station. Every once in a while, you may hear a siren. This is not reason to be alarmed! (Pun intended.) The siren is a call to our volunteer fire fighters.

Situated in rural Northern California near the Pacific Ocean, in the heart of redwood country, this intimate community offers the opportunity to work in a natural setting, free from urban distractions. The extraordinary beauty and abundant nature of the surrounding area are a source of inspiration to students, who are only minutes from walks along the river, forest hikes, and some of the world's most stunning beaches.

Blue Lake has few services. There are two gas stations, a bar, a laundromat, a casino, a brewery/pub, a roller rink, and a small industrial park, but no market. We recommend that students bring cars if they have the option. Seven miles southwest of Blue Lake, on the north end of Humboldt Bay, is the college town of Arcata (pop 16,000), home of Humboldt State University. It is a healthy, vibrant, liberal town with grocery stores, restaurants, shopping, movie theatres, hospitals, banks, a great farmers' market, etc. Ten miles south of Arcata is Eureka, the county seat. It has a population of about 24,000 and a mall. McKinleyville is another mid-sized

town about eight miles north of Blue Lake. Arcata, Eureka and McKinleyville offer a full range of services and students carpool into these towns regularly.

Description of Facilities

Dell'Arte International School of Physical Theatre operates in two locations in Blue Lake, California. The Main Building of the School is housed in a former Odd Fellows Hall owned by Dell'Arte at 131 H Street. This two story, old growth redwood building was built in 1912 after a 1910 fire devastated downtown Blue Lake. Purchased by Dell'Arte in 1974, the building retains its historic exterior and the two large, light-filled upstairs studios serve as the main classrooms for the MFA and AEP. A 1995 to 1998 series of renovations has created a 120-seat modern theatre downstairs, meeting rooms, studio, concession and box office areas, and guest artist housing. The building also holds offices, dressing rooms, costume and prop storage, student lounge, library, and bathrooms. A 400-seat outdoor amphitheater abuts the rear of the building.

Most of the PTP instruction takes place at our River Campus, located two blocks away from the main building, at 113 Taylor Way. The River Campus includes two large studio spaces, a sprung floor for acrobatics classes, a mask fabrication studio, student lounge, prop storage and costume storage.

This institution, the facilities it occupies, and the equipment it utilizes, fully complies with federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, and health.

Dell'Arte International School of Physical Theatre shares the facilities with the Dell'Arte Company, the Mad River Festival, and the administrative offices of Dell'Arte.

Building Hours and Security

- Students may use the studios, student lounge, and kitchen from 8:00am to 11:00pm. Other hours require instructor approval.
- Studios should be shared during rehearsals.
- On nights when there is a performance in the Carlo Theatre, students will not be able to rehearse in the upstairs studios past 6:30pm.
- Students may not use the Carlo Theatre, office or the staff lounge at Dell'Arte unless with instructor/staff approval.
- No personal belongings are to be stored in the building outside of assigned personal cubbies.
- All access doors must be closed and locked at all times.
- Doors to the main building must be closed and locked after 5pm or when the office is not staffed.
- Student access to Dell'Arte buildings during non-class hours is by a key in a lockbox with a changeable combination. Lockbox codes are changed annually upon completion of the Mad River Festival. Students receive this combination upon signing a Release from Liability Form (See Appendix). Once the form is signed, building access is granted for the duration of a student's program.
- Dell'Arte studios are closed to students not in session, including during the summer months.
- Absolutely no open flames or heating devices (such as portable hot plates) are allowed in any Dell'Arte building at any time.

Respect for the Studios and Theatre

The studios and Carlo theatre are places of work and focus. This is true even in the most raucous, fun and high energy of classes and rehearsals. To help students make the most of their time, we ask:

- Between and immediately before and after classes to keep conversation to a minimum.
- Conversation that does not relate to the work at hand is to be done outside of the studios, in the hallway, or outside.
- To protect the floors, no street shoes are allowed in the studios, and no open containers of liquid. Closed containers, water bottles, etc. are OK.
- No food is allowed in the studios. Food and drink is allowed in the theatre, but can only be consumed during designated breaks. Food is allowed in the kitchens and student lounges. The backyard at Dell'Arte and the kiosk outside in the parking lot at River Campus are open for eating lunch and other activities.
- Students, faculty and staff are responsible for maintaining clean and clutter-free studios, and re-setting each space after all classes and rehearsals.
- Candles and hotplates are not allowed in any buildings.
- Promptly report any breakage, accident, injury, lack of supplies, hazardous condition or other circumstance that needs attention to the School Administrator.
- The garbage container must be used for organic waste. Our buildings are prone to ants and other pests.
- All personal belongings must be returned to personal cubbies after each class, with the exception of journals or other materials necessary for class.
- Dell'Arte studio equipment should not be removed from the studios.
- No Dell'Arte property may leave the premises without prior staff/instructor approval.
- No dogs or cats are allowed in the buildings or on the grounds without approval.
- **NO SMOKING** is allowed inside the buildings or within 20 feet of any entrance to a public facility in Blue Lake. If smoking outside of the buildings, cigarette butts should be thrown in the garbage and not on the ground.

Studio Usage

Studios are not available to use for any purposes outside the context of: scheduled classes, rehearsals for Dell'Arte performances and productions, and activities that have been sanctioned and scheduled by the School Administration, such as approved clubs and all-school potlucks.

Responsibilities at Dell'Arte

As part of a small community of individuals committed to the arts, all members of the Dell'Arte community have responsibilities that contribute to the upkeep of the organization. Upon arrival, students take on tasks in particular areas of the organization that require approximately one-two hours of commitment per week. Examples of these tasks include: cleaning studios, working costume storage, and serving as a liaison to the office administrative staff. In addition to this student responsibility, every student will also work no more than 5 front of house shifts for the Dell'Arte student and company season. In the sense of community and ensemble, everything students contribute is in service to the organization as a whole.

Dell'Arte is a community within a community. In a small town such as Blue Lake, no one can be anonymous. While here, students represent Dell'Arte within this community. We ask that students be respectful of their neighbors and of each other.

Conservation

Dell'Arte tries to practice as much conservation of resources as possible, both to cut down on the consumption of our natural resources and to keep expenses down. We encourage students, faculty, and staff to practice the conservation of resources by recycling, keeping photocopies to a minimum, keeping the heat at 68 degrees, turning out the lights upon leaving the office or studios, etc.

Blue Lake Garbage Company provides curbside recycling service for twice monthly pick up on either the 1st or 3rd Monday or Tuesday of each month, corresponding with the regular garbage pick-up day (garbage pick-up is weekly). The monthly fee for the recycling pick up service is \$4.00 for regular garbage pick-up customers and \$5.25 for non-regular customers. Students living in Blue Lake can arrange to participate in this program at home by calling the Blue Lake Garbage Company at (707) 444-2903 to receive recycling containers for curbside pickup. For more information on local recycling, visit www.arcatarecycling.org.

Costumes, Props, Masks, and Other Equipment

Students have a designated area in the Costume Shop with hundreds of available costume items, select fabric, and sewing machines, and in Company Storage ("CoSto"), with a wide variety of props to use for class work and productions. The Costume Shop/CoSto Managers and trained Student Workers can direct students to available items. If a student cannot find a desired item in Dell'Arte stock, they should contact the Production Manager. Dell'Arte provides a small budget for additional student production materials, as necessary.

Sound equipment in classrooms may be used at all times (with sensitivity to time of day and volume). It should not be removed from the studios at any time.

Equipment such as masks and tools are not for student use without administrative permission and instruction in correct use. None are to be borrowed or taken out of the studios.

Students may not use edged weapons or firearms capable of firing a charge. Students must receive approval from the Production Manager before using a live flame (lit candle, etc.) in the Dell'Arte facilities.

Library

Dell'Arte has a small performing arts library available for student, staff and faculty use on the second floor of the Main Building. The library contains a broad collection of writings on theatre, with sections devoted to theater history and theater studies, commedia dell'arte, mask, movement, melodrama and clown, containing plays, artist biographies, story and poetry collections, and music instruction books. The library also has theatre magazines and periodicals, as well as research materials regarding contemporary theatre companies and ensemble practice. There are movies, documentaries, biographies and reference tapes in the video library.

During the posted hours, the library will be open for browsing, and a student librarian will be available to check out books and videos. Items may not be checked out from the library at any other time. The collection can also be searched at <http://library.dellarte.com/>

In order to allow maximum use of the library for study and student meetings, MFA Year 2 and 3 and AEP students will be given access to the library via a key in a lock box by the door of the library. These students will be given the combination upon signing an acknowledgement of receipt of this student handbook. This accessibility of the library space for upper level MFA and AEP students does not alter the protocols regarding the checking out of books for all levels of the school. Posted "open hours" are the only times when books can be checked out with student librarians.

Students are responsible for knowing what books or videos they have borrowed and when they are due. Normally, the due date for books is two weeks from the date of check-out. At the end of the current school term, all books on loan are recalled. Videos may be checked out for one week only. Students, staff and faculty may check out up to three videos from the Video Library list at a time. There are two boxes available for returning borrowed materials in the Dell'Arte main office, above the faculty mailboxes.

When items are overdue and students fail to return the item after one e-mail notification, the fine will be \$1 per day from the day after the notification was sent until the item is returned. All fines will be automatically deducted from the student's deposit at the end of the year. In the case of lost or damaged books, the fine deducted will be the cost of replacing the book. For lost or damaged videos, the replacement fee is \$15.

Computer Labs

There are computers in the Student Lounge for student use. Computers and mobile devices may not be used during class breaks, except at lunch hour. Students should not download any files onto these computers, but instead use personal flash drives. Dell'Arte has a wireless Internet connection. Students can obtain the username and password from the School Administrator. Printing is available through the office for 10 cents per page. Students must adhere to the Dell'Arte copyright policy when using our computers.

Photocopy and Fax Machines

There is a printer/photocopier and fax machine in the Dell'Arte office available for student use for 10 cents per page.

Mail

In Blue Lake, mail is delivered only to the Post Office. Students may use the following address to receive their personal mail: c/o Dell'Arte School, P.O. Box 128, Blue Lake CA 95525. Monday–Friday, mail will be collected and put into the student mailbox in the office. Student mail will be picked up by a student mail person generally by 2pm Monday – Friday and distributed to individual student mail cubbies. Upon graduation Dell'Arte will forward student mail to a provided address for up to 6 months.

Lost and Found

There are “lost and found” boxes in both Dell’Arte buildings. After a month, items are donated to the local Thrift Store. See the office for more information.

Mileage Reimbursement

Dell’Arte will reimburse .35 cents/mile to and from the designated location, for the following instances only:

- Nature Day (second week of class)
- Monday Physical Training Outdoors
- Rural Residency-related travel
- Postering for student performances
- *The M2/AEP1 Community-Based Arts project will only be reimbursed in accordance with the budgeted amount for each project.*

To be reimbursed, students must:

- Submit to School Administrator a “Request for Payment” form. These can be found in the second room of the Main Office, on a long table to the right of the door.
- All requests must be made before the end of the current 10-week term.

Dell’Arte Company Vehicles

Dell’Arte’s company vehicles are not available for student use, and are only to be used for Dell’Arte business-related purposes that have prior staff approval. Only US citizens with valid driver’s licenses are allowed to drive the vehicles.

Appropriate Attire

Studio clothes should be simple in line and color and should be reasonably form fitting. Students should not wear logo t-shirts, or clothing with bold graphics, stripes, prints or text on it. Bare chests will not be permitted. Bare feet or training shoes are the only approved footwear. Students should not wear perfumes or scents to class. Jewelry, including all piercings, must be removed. Daily body cleaning and clean workout clothes are a must, as are undergarments. Hairstyling should be simple and securely kept out of the eyes and off the face.

What to Bring

- **Studio Clothes** – (see Appropriate Attire, above)
- **Studio Shoes** (only if a student prefers to work in shoes, rather than bare feet) – soft-soled shoes (sneakers, tai chi shoes, or jazz shoes are OK) for studio wear. These should have enough traction to allow the student to move rapidly across the floor without slipping. We do not allow street shoes in the studios. Please note: Some classes will require you to work in bare feet.
- **Cross Trainers or Running Shoes** – In the conditioning classes, there will be some running outside for cardio-vascular training. We recommend that you avoid running shoes with elevated heels, if possible.

- **Stage Make-up** – The Carlo Theatre is an intimate 110-seat house. You can use street make-up as a stage foundation. In addition to your base, bring a pot each of clown white, black and red. (This can be purchased locally, but you must have it on hand by the first day of Clown.)
- **Rain Gear** – The weather in Blue Lake is cool, with a lot of rain in the winter. Students are advised to bring warm socks, sweaters and rain gear (raincoats, rain boots, rain pants, umbrella) as part of their wardrobes.
- **Camping Gear** - All students should bring with them, or expect to acquire here, a sleeping bag and sleeping mat. In addition, they may wish to bring camping gear for the end-of-year Rural Residency.
- **Notebooks, Pens and Pencils**
- **Water Bottle** – Sturdy, and able to close tightly.
- **Text** - We ask that you come prepared with 10 lines of Poetic Text -- classical or contemporary, dramatic or lyrical. In addition to Voice class, a request for this text may come in other classes such as Poetic Voice, Alexander Technique, Games, and Movement. Text should be committed to memory such that there is NO hesitation when you are asked to speak. **International students:** we are asking that you come prepared with these 10 lines of text in English, and there will be times when you are encouraged to speak in your own language.
- **Songs** – For Ensemble Singing, bring three songs committed to memory that you can sing. These can be as simple as “Three Blind Mice.”
- **Musical Instruments** – We welcome all instruments. Every year a new student band seems to form and jam sessions abound. MFA students are required to learn a musical instrument while at Dell’Arte.
- **Foreign Adaptors** – If you come from another country, a plug adapter for the United States.

What Not to Bring

- **Pets** – The program is extremely time consuming, and pet-friendly lodging is difficult to find.

Recommended

- **Swimsuit** – For river swimming.
- **Water Shoes** – For traversing the river. Old tennis shoes, “Barefoot” shoes, or closed-toed water shoes are okay.

Additional MFA and AEP Student Materials

- **Books** – Prior to the start of each year MFA and AEP students will receive an Assignment sheet with all required texts for the year. This will typically not amount to more than five books per year, many of which are available in our on-site library.
- **HSU Library Card** – MFA and AEP students will have the opportunity to purchase a library card from Humboldt State University. This gives access to all the HSU Library resources. Upon arrival, students will receive a mandatory orientation of the HSU library and have the opportunity to purchase a library card for \$40 per year.
- **Musical Instrument** – MFA and AEP students are required to learn a new musical instrument. Bring the instrument of choice to Blue Lake.

Weekly Schedule

Weekly schedules of classes are posted on the central bulletin board and distributed to students. MFA and AEP students also have access to a Google Calendar that reflects all classes.

Classes generally run Monday through Friday from 9:00am-5:00pm with a 1.5-hour lunch break, with the exception of Nature Day (the second week of October) that runs from 6am-9pm. In the evenings, students spend 1-2 hours rehearsing or attending Colloquium. Classes generally do not run on the weekends. Exceptions include a mask-making preparation class (fall term, PTP), and performance weekends.

English as a Second Language

Instruction in English as a Second Language is not offered at Dell'Arte International School of Physical Theatre. Students of foreign origin should have a working knowledge of the English language. Applicants should demonstrate this via an interview in English and by presenting most of the audition in English. The statement of purpose must also be written in English. Dell'Arte does not require the TOEFL exam.

Visitors

Dell'Arte welcomes visitors to tour the campus and facilities. Visitors should check in at the front office. Our policy is that classes and student clubs are not open to casual observation by friends, family and the general public. We do allow class observation for prospective students and other visitors from the field, as arranged by the recruiting team, or by prior arrangement with the School Director and School Administrator. Dell'Arte faculty members, board members and staff are welcome to visit classes as well. All such classroom observation is at the discretion of the class instructor. Performance Labs are generally considered to be open for visitors to attend.

Attending Productions

Students are required to attend at least 1 professional show, outside of Dell'Arte International, for each year they are a student here. School Administration will regularly inform students of upcoming professional performances at Center Arts, the performing arts center in the nearby city of Arcata.

Students may see all Dell'Arte Company and student shows in the Carlo Theatre for free provided there are seats available, with the exception of two yearly Company Cabarets (the "Macabre Cabaret" and "Keep the Fires Burning"). We are sometimes unable to offer free seats to students when guest artists are performing in house; however, there are often opportunities to usher for these events. Notification will come through weekly Community Meetings or via email from the School Administrator.

Performance Opportunities

Performance opportunities are frequent. The PTP/Year One of the MFA features the creation of devised work and in-house presentations each week through the Performance Lab, as well as public performances at the conclusion of each style block and at the Rural Residency at the end of the year. The MFA Year Two/AEP Year One contain an ongoing series of public performance

projects; at least three of these are full-length evenings with paying audiences. Additionally, the third year MFA students perform on tour as part of the Dell'Arte Company, and the second year MFA students may perform in the Community Based Arts Projects.

Dell'Arte International does not produce performances by current students outside of the work of the School.

Theatre in Community

In the spirit of "Theatre of Place," students collaborate with local communities and explore the beauty of our local environment throughout the year.

The PTP/MFA Year One of study culminates in a 10-day Rural Residency, during which the class camps in a remote community, in naturally spectacular locations, teaching, working with community members, and ultimately devising a piece of site-specific theatre as a gift for their host community.

MFA Year Two/AEP Year One students devise and participate in a Community Based Arts project in collaboration with a local community partner. Past projects included a partnership with the Raven Project, a resource center for homeless youth, and "Pelican Bay Speaks," a partnership with Sista' Soul of KHSU and the prisoners of Pelican Bay State Prison.

Every student at Dell'Arte is also required to fulfill a certain number of a community service hours in order to graduate:

PTP and MFA Year One students: 12 hours
AEP and MFA Years Two students: 6 hours
AEP and MFA Year Three students: 6 hours

Community service hours must be fulfilled with an organization outside of Dell'Arte International, as their intention is to foster exchanges and learning between Dell'Arte students and the larger Humboldt County community. A few of the many past collaborations include: serving breakfast at the local Grange hall, clowning for children at an elementary school fundraiser, and planting native flora in a marsh restoration project.

Administrative Communication

Most communication from the School Administrative Office will occur via email, so students are encouraged to check their email regularly. The School Administration also frequently uses Google Suite (Google Documents, Google Forms, and Google Sheets) in order to facilitate communication and sharing of information within the school. If a student has any difficulties accessing or familiarizing themselves with these platforms, please contact the School Administrator. Communication may also be via phone, written notice, or in person during class or weekly community meetings.

There are two computers available in the River Campus, and two computers available in the Main Campus, for student use.

Housing

The Dell'Arte facilities do not include dormitories. Students are required to find their own housing within the community. Students should try to find housing in Blue Lake. Students can look for housing in Arcata and McKinleyville, but those options are only viable if a student owns a vehicle or has regular access to one. We do not recommend that students look for housing outside of Blue Lake, Arcata, or McKinleyville - all other towns are quite far.

Students usually pay rent between \$400 and \$600 per month. Utilities are generally not included, and will cost on average another \$70-\$120 per month. Please include expenses such as cleaning deposits, utility deposits, first and last months rent and set up housekeeping costs in your first month's budget.

It is against city ordinance to live in a vehicle on a city street. There are no residential campsites within the vicinity.

Housing can be difficult to find in this area and may take weeks. Email the Dell'Arte Student Housing Manager Roman Sanchez for assistance (roman@dellarte.com).

Dell'Arte has a few housing options available to a limited amount of students. Contact Roman Sanchez as soon as possible if you think you may be interested in one of these options:

"The Hotel"

210 South Railroad #C

Blue Lake, CA 95525

9 bedrooms, 3 baths

Sparingly furnished (All rooms include a bed and dresser, most have desks, tables, lamps)

Very large kitchen with everything needed to cook and eat, including 2 refrigerators, microwaves and a dishwasher.

No living room, but, in the past, students have used unoccupied rooms as common living areas/guest rooms.

\$425 per month

\$100 cleaning fee

\$975 security deposit

NO PETS - NO SMOKING INDOORS

Monthly rent at "The Hotel" includes water, utilities, wireless internet connection and garbage pick-up. Phone service is not included. There are, however, some phone lines established in some of the rooms, and it's a fairly simple procedure to have a personal phone installed, but we recommend cell phones.

Total move-in cost for the "Hotel" is \$1,500. This includes first month's rent (\$425), the cleaning fee (\$100) and deposit (\$975). Upon departure, if there has been no damage to the property, we will refund the security deposit. Please note that all students must move out of The Hotel within 2 days of graduation.

If a student enjoys living with a lot of people, "The Hotel" can be the perfect place. Keep in mind, however, that several people share kitchen and bath privileges, so everyone does their fair share of the cleaning. We have a Student Resident Manager living in "The Hotel" to insure that everyone keeps their home a functioning home. Benefits for the Resident Manager include discounted rent. If a student is interested in the Resident Manager position, they can contact Roman Sanchez (707-668-5663 x17 or roman@dellarte.com) for more information.

Rousseau Apartments

115 Chartin Ave

Blue Lake, CA 95525

2 bedrooms, 1 bath

Sparingly furnished (Beds and dressers, microwaves, dishes, pots, pans, living room furniture, dining table and chairs, most have desks, tables, lamps and TV's.)

Nice kitchens (all appliances, pots and pans, dishes and tableware included)

Laundry facilities on premises (coin operated)

NO PETS - NO SMOKING INDOORS

\$1,100 per month (\$550 per person for double occupancy)

\$300 cleaning fee (\$150 per person for double occupancy)

\$2,000 security deposit (\$1,000 per person for double occupancy)

The Rousseau apartments are either rented per bedroom or the whole apartment for families. The total amount due per bedroom at the beginning of the school year is \$3,400 (\$1,700 per person for double occupancy). This includes first month's rent, the cleaning fee, and the security deposit. Please note that all students must move out of the Rousseau Apartments within 2 days of graduation.

Wireless internet connection, recycling and garbage pick-up are included in the rent.

Utilities and water/sewage, however, are separate. Students will receive a copy of the monthly utility bill from the office in the student mail. Internet and phone services are not included. We recommend that students bring cell phones, but if a student would like phone service, they should make arrangements with SBC by calling 1-800-310-2355 or by visiting their website at: www.sbc.com. For internet and television, contact Suddenlink Communications (877-694-9474).

Other Housing Contacts:

Humboldt Property Management – www.humboldtrentals.com – 707-825-1515

Bode Properties – www.bodepropertymanagement.com – 707-445-2414

Professional Property Management – www.ppmrentals.com – 707-444-3835

www.craigslist.com

www.rpmeureka.com

American Property Management – 707-839-9658 (An option if you are in a pinch, but we have had mixed results.)

There are also a few homeowners in Blue Lake who rent rooms or apartments to our students. Contact Roman Sanchez (707-668-5663 x17) for the current list of homeowners.

Campus Safety

Crime

As a two-building campus in a small, peaceful, rural town, crime is not a problem at Dell'Arte, or in the surrounding community except for occasional petty theft and vandalism. As a small community, we share the responsibility together and with our community neighbors to protect and care for each other.

Each year, Dell'Arte issues an annual report about safety and security programs and crime statistics as part of compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act").

The Clery Act requires all public and private postsecondary institutions that participate in federal Title IV student financial assistance programs to:

- publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- disclose crime statistics for the campus, public areas immediately adjacent to campus, and certain non-campus facilities. The statistics must be gathered from local law enforcement, and Dell'Arte employees who have "significant responsibility for student and campus activities;"
- provide "timely warning" notices of those crimes that have occurred and "pose an ongoing threat to students and employees;"
- disclose in a public crime log "any crime that occurred on campus;" and
disclose any agreements with state and/or local law enforcement

A copy of this data is available to prospective students and employees, at any time, by request to the School Administrator.

Crimes or other emergencies should be reported in a timely manner to the School's Administrative Office during working hours. During after hours or off hours, the school administration should be notified via cell phone. (Every student receives a wallet card with staff to contact in case of emergency. The staff emergency phone tree is posted in all buildings.)

While the small town of Blue Lake does not have its own police department, the city has contracted with the Humboldt County Sheriff's Department for police services. The Sheriff's Department currently provides Blue Lake with 24 hour coverage.

Blue Lake has 2.5 assigned Deputies: Seth Crosswhite, Bang Cao and Nate Cumbow.

For emergencies dial 911.

For non-emergencies please contact Sheriff dispatch at 707-445-7251.

If you are the victim of a crime and do not want to pursue action with the criminal justice system, you may still want to consider making a confidential report. With your permission, the School Administrator can file a report on the details of the incident without revealing your identity to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. If the nature of the crime includes sexual abuse or child abuse, the School Administrator will be required to report the crime to the local law enforcement agency.

In the event that a situation arises that, in the judgment of the School Administrative Office and/or the local law enforcement agency, constitutes an ongoing or continuing threat, the School Administrator will issue a "timely warning" to Dell'Arte students, faculty and staff via email and posted statements on official school bulletin boards.

Campus Law Enforcement Issues, Activities and Programs

Our small size, the absence of any serious local crime and the close proximity of local law enforcement result in no need for campus police. Incoming students and new employees receive a mandatory orientation on existing security procedures and resources, and are reminded whenever failure to observe procedures is noted. Emergency and evacuation policies are updated every year and are posted on school bulletin boards.

Dell'Arte offers informational lectures in crime prevention and sexual assault prevention upon request with the assistance of local law enforcement officials and other local professional resources.

If the School Administrative Office receives confirmation from the local law enforcement agency of a significant emergency or dangerous situation involving an immediate threat to the health and safety of the full community of students, faculty or staff, federal law requires that the Dell'Arte School Administrative Office, without delay, take into account the safety of the Dell'Arte community, determine the content of the notification and how much information is appropriate to disseminate at a given point in time, and inform the community immediately in the most efficient way appropriate to the situation, unless issuing a notification will, in the professional judgment of the local law enforcement, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. If the local law enforcement deems it necessary, Dell'Arte will assist them in informing the greater Blue Lake community of an emergency via the methods they suggest.

Dell'Arte students, faculty and staff are provided guidance about the direction they should travel for short term building evacuations. In the unlikely event of a long-term evacuation, Dell'Arte students, faculty and staff will be directed to a safe location. The School Administrative Office does not tell the Dell'Arte community in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations, and other factors such as the location and nature of the threat. Dell'Arte follows the Humboldt County Emergency Operations Plan found at <http://co.humboldt.ca.us/sheriff> for emergency response and evacuation procedures and tests the procedures at least once per calendar year.

Missing Student Notification Procedures

Dell'Arte does not provide on-campus student housing facilities and, as such, is not required to maintain student notification procedures. However, if a student is believed to have been missing for 24 hours, faculty, staff and students are advised to alert the School's Administrative Office who will then file a report with the local law enforcement agency. If the student has been determined missing by local law enforcement, the School Administrator will notify the student's emergency contact, as listed on his or her confidential Health Questionnaire form (or the Alternative Emergency Contact Information Form, if applicable), within 24 hours. Student confidential contact information is kept in a locked, fire safe filing cabinet accessible only by authorized School Administration officers and will be used only in case of emergencies.

Campus Fire and Earthquake Safety

Incoming students and new employees will receive an orientation as to the location of emergency exits and fire extinguishers, and emergency evacuation routes are posted in every room of the Dell'Arte facilities. Students must not block fire exits with personal items. To prevent a fire or other emergency, students are advised to turn off all lights and heaters and close windows and

doors when leaving classrooms. Dell'Arte conducts at least one fire and earthquake drill per calendar year. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. A member of the School Administrative staff conducts a short "debriefing" after the evacuation drill with all participants to assess the procedures and provide further education, if necessary. The staff member will evaluate the drill in a written report, available in the School's Administrative Office upon request.

Fire emergencies should be reported in a timely manner to the School's Administrative Office during working hours and to the Blue Lake Fire Department and/or School Administrators' homes after hours as appropriate. The School Administration reviews fire safety each year and implements improvements if determined necessary.

Safe Workplace

Dell'Arte is dedicated to a workplace that is creative, productive and beneficial to all. Physical assault such as hitting, tripping, or kicking will not be tolerated. Verbal assault or harassment, including sexual assault or harassment, will not be tolerated. Violation of this policy can be grounds for dismissal of an employee, student, volunteer, officer or member of the Board of Directors.

Each staff member, student, volunteer or visitor has the absolute right to object to what he or she feels is physically or verbally abusive behavior.

Any person who feels this policy has been violated is urged to bring the circumstances to the attention of a member of the faculty or staff who then must bring the reported issue or circumstance(s) to HUB (the governing committee of Dell'Arte) for identifying the appropriate corrective action to be undertaken.

Physical Contact and Movement Training

Standard actor training includes physical contact between teacher and student, student and student, and student and self. Touch may be used to facilitate:

- Breathing and sound production
- Improved alignment
- Identification and release of habitual holding patterns and areas of tension
- Increased flexibility, mobility and strength
- Deepening of an emotional, physical or vocal response

There is not a context for touch of sexual organs between faculty and students as part of the training at Dell'Arte.

If a student has an injury, chronic condition, or an area of sensitivity or pain, he or she should notify the instructor at the conclusion of the first class meeting.

If a student is uncomfortable with any physical contact that occurs as part of their training, the student may say "STOP" or move away from the contact in order to end it. A REQUEST TO CEASE ANY PHYSICAL CONTACT WILL HAVE NO EFFECT ON THE STUDENT'S GRADE. If a student feels comfortable doing so, he or she should immediately inform the instructor or classmate of their discomfort, or wait until after class, whichever the student

prefers. In the event that the student is not comfortable speaking directly with another student or instructor about their discomfort with a particular form of contact, he or she may feel free to contact the School Administrator and/or the School Director at any time. The School Administrator and the School Director will bring the student's concern to HUB (the governing committee of Dell'Arte) for investigation, deliberation, and setting an appropriate course of action in response to it.

A signal to stop physical contact is not necessarily an implication of impropriety. Students and faculty agree to a "no questions asked" policy of ceasing physical contact immediately upon request to do so.

Non-Discrimination Notice

Dell'Arte Inc. does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Title IX of the Educational Amendments of 1972, and other federal and state laws, prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all educational programs and activities operated by Dell'Arte (both on and off campus), and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence.

The following person has been designated as the Title IX Coordinator to handle inquiries regarding the non-discrimination policies:

Alyssa Hughlett
PO Box 816
131 H Street Blue Lake CA 95525
707-668-5663 ext. 130
alyssa@dellarte.com

Student Complaints

The Student Advocates serve as a semi-confidential first resource if a student is experiencing a problem with a fellow student, faculty or staff member which they cannot, for whatever reason, resolve through direct communication with the person in question.

If the problem is not resolved by the Student Advocate to the student's satisfaction, the student should use the "Student Complaint Form" to file a formal written complaint with the School Director, who will then bring the student's complaint to HUB (the governing committee of Dell'Arte) for investigation and determination of an appropriate course of action. The institution, through HUB, shall, within ten (10) calendar days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the response shall include the reason for the rejection.

If a student has any complaints, questions, or problems, which cannot be resolved with the school, the student should write or call:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive Suite 400 Sacramento, CA 95833
P.O. Box 980818 West Sacramento, CA 95798-0818
Phone: (916) 431-6924

Fax: (916) 263-1897
Toll Free: (888) 370-7589
Website: <http://www.bppe.ca.gov>

Sexual Assault and Other Intimate Partner Violence Prevention and Response Procedures

In accordance with the VAWA (Violence Against Women Act) Amendment to the Clery Act, Dell'Arte offers resources and prevention programming for sexual assault and other intimate partner violence, as defined by VAWA to mean "any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of the individual," including domestic violence, dating violence, and stalking.

Dell'Arte offers general information on the definition of consent in sexual relationships, reporting sex offenses, bystander intervention, and risk reduction at mandatory student and employee orientations. Every October, all students and employees receive and review the *Dell'Arte International Sex/Gender Harassment, Discrimination and Misconduct Policy and Procedures*.

Resources and crisis lines for victims of sexual assault and other intimate partner violence can be found on the list of Mental Health Resources in the Student Handbook and posted on official school bulletin boards.

If a student is a victim of sexual assault or an offense of other intimate partner violence at this institution, the first priority should be to get to a place of safety. The student should then obtain necessary medical treatment. Time can be a critical factor for evidence collection and preservation. Ideally, the student should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam.

Sexual assault and offenses of other intimate partner violence that happen on or off campus should be reported directly to the School Administrative Office and/or the local law enforcement agency. The School Administrative Office will assist in contacting the local law enforcement agency if requested by the student. Filing a police report will not obligate the student to prosecute, nor will it subject the student to scrutiny or judgmental opinions from the officers. Filing a police report will ensure that the student receives the necessary medical treatment and tests at no expense to the student, provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later, and ensure the student has access to mental health and counseling resources available to them.

If the perpetrator is a student, employee, or volunteer of Dell'Arte, the victim can choose to pursue school disciplinary action regardless of the choice to pursue criminal action. A detailed description of this process can be found in the *Dell'Arte International Sex/Gender Harassment, Discrimination and Misconduct Policy and Procedures*.

In accordance with the "Campus Sex Crimes Prevention Act," of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Dell'Arte International School of Physical Theatre is providing a link to the California State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising Dell'Arte students, faculty and staff where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already

required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Under California state law, some sex offenders are not subject to public disclosure, so they are not required to register with local law enforcement. Information on sex offenders required to register with local law enforcement under California's Megan's Law can be found at: <http://www.meganslaw.ca.gov/>. *The information on this website is made available solely to protect the public. Anyone who uses this information to commit a crime or to harass an offender or his or her family is subject to criminal prosecution and civil liability.*

IV. FINANCIAL INFORMATION

PTP Tuition & Fees, 2017-2018

Tuition and fees total \$12,750 for the PTP. A \$100 non-refundable registration fee and a \$400 deposit are due 4 weeks within receipt of acceptance letter. This program begins with orientation on Saturday, September 29, 2018 and ends Sunday, June 9, 2019. It consists of 900 clock hours of class work over a period of thirty-three weeks. Tuition is due by September 1st unless student is a recipient of Federal Financial Aid, in which case payments are due when aid funds are disbursed. If costs will exceed the amount of Federal Financial Aid for which a student is eligible, the excess amount is due by September 1st.

The \$400 refundable deposit serves several purposes:

- The deposit is available to the School during the year to cover any equipment, videos or books that are lost or damaged by the student.
- Since many students exist on shoestring budgets, in emergency situations this deposit may be made available to a student to cover unforeseen expenses.
- It demonstrates a student's commitment to attend Dell'Arte and reserves the student a place in the class.

This deposit does not go toward tuition. It is on deposit held in a student's name until he or she leaves Dell'Arte, at which time any unpaid balance will be repaid to him or her.

Schedule of Payments:

Installment #1	
Registration Fee	\$ 100
Refundable Loss & Breakage deposit	<u>\$ 400</u>
Total due 4 weeks within receipt of acceptance letter	\$ 500
Installment #2	
Student Activity Fee	\$250
Tuition	<u>\$12,600</u>
Total due 1 September	\$12,850
<i>Total PTP Tuition and Fees and deposit</i>	<i>\$13,350</i>

MFA Tuition & Fees, 2017-2018

Tuition and fees total \$51,750 for the MFA program (includes a \$400 refundable deposit). This is a three-year program. Tuition is payable in advance, or in annual installments. If tuition will be paid by student loans, tuition is due at the time loans are disbursed. If costs will exceed the amount of Federal Financial Aid for which a student is eligible, the excess amount each year is due by September 1st.

The refundable deposit is held to cover breakage, loss or student emergencies. The registration fee, computer lab fee and the student activities fee are payable in annual installments, due on September 1st each year or when loans are disbursed.

YEAR ONE

Installment #1

Registration Fee	\$ 100
Refundable Loss & Breakage deposit	<u>\$ 400</u>
Total due 4 weeks within receipt of acceptance letter	\$ 500

Installment #2

Student Activity Fee	\$ 250
Tuition	<u>\$16,500</u>
Total due 1 September of Year One (Or when student loans are disbursed)	\$16,750

Total due, Year One: \$17,250

*YEAR TWO**

Registration Fee	\$ 100
Student Activity Fee	\$ 250
Refundable Loss & Breakage deposit	\$ 400
Tuition	<u>\$16,500</u>
<i>Total due September 1 of Year Two</i> (Or when student loans are disbursed)	<i>\$17,250</i>

*** Students matriculating into the MFA 2 year from the PTP will be required to pay \$4000 for the academic course at the beginning of year two.**

YEAR THREE

Registration Fee	\$ 100
Student Activity Fee	\$ 250
Refundable Loss & Breakage deposit	\$ 400
Tuition	<u>\$16,500</u>
<i>Total due September 1 of Year Three</i> (Or when student loans are disbursed)	<i>\$17,250</i>

AEP Tuition & Fees, 2016-2017

Tuition and fees total \$38,500 for the Advanced Ensemble Program (includes a \$400 refundable deposit). This is a two-year program. Tuition is payable in advance, or in annual installments. If tuition will be paid by student loans, tuition is due at the time loans are disbursed. If costs will exceed the amount of Federal Financial Aid for which a student is eligible, the excess amount each year is due by September 1st.

The refundable deposit is held to cover breakage, loss or student emergencies. The registration fee, computer lab fee and the student activities fee are payable in annual installments, due on September 1st each year or when loans are disbursed.

YEAR ONE

Installment #1

Registration Fee	\$ 100
Refundable Loss & Breakage deposit	<u>\$ 400</u>
Total due 4 weeks within receipt of acceptance letter	\$ 500

Installment #2

Student Activity Fee	\$ 250
Academic Course	\$ 4,000
Tuition	<u>\$16,500</u>
Total due 1 September of Year One (Or when student loans are disbursed)	\$20,750
<i>Total due, Year One:</i>	<i>\$21,250</i>

YEAR TWO

Registration Fee	\$ 100
Student Activity Fee	\$ 250
Refundable Loss & Breakage deposit	\$ 400
Tuition	<u>\$16,500</u>
<i>Total due 1 September of Year Two:</i> (Or when student loans are disbursed)	<i>\$17,250</i>

Payment of Tuition and Deposit

Payment to the Dell'Arte International School of Physical Theatre must be made either by a check in US dollars drawn on a US bank, by an international money order, by credit card over the telephone, by a wire transfer, in person in cash, or by credit card on the internet at www.paypal.com (Create an account, click "Send Money" and send to the email address info@dellarte.com). Tuition payments made by PayPal, wire, or credit card will be assessed a processing fee (2% for credit card payments).

For payment by credit card, call Dell'Arte (707-668-5663) and provide the name that appears on the card, the card number and expiration date, the address including zip code associated with the card, and the 3 "v code" printed on the back of the card. Reference the student's name. We accept Visa and Master Card.

For a wire transfer, please contact Deborah Barone at finance@dellarte.com to request banking information. The student's name, program, and purpose of transfer should be referenced. It is not cost effective to wire small amounts of money such as application fees.

Any payments should be made out to Dell'Arte School.

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Financial Aid

For United States Citizens

For the PTP, the Dell'Arte School is authorized to participate in the following Federal Financial Aid Programs: Pell Grants, Stafford Student Loans and Parent Plus Loans. Stafford loans alone do not cover a student's full tuition cost. The maximum Pell Grant for 2013-2014 was \$5550. A student with Independent status on his/her FAFSA can qualify for a maximum of \$9500 in

Stafford loans. A student with Dependent status can borrow \$5500 in Stafford loans. In addition, the parents of a student with Dependent status can take out a Parent PLUS Loan for up to the full "Cost of Attendance" which includes living expenses and comes to around \$25,500. Individual circumstances will determine each student's actual award. There are non-Federal education loans available that allow an independent student to borrow the full "Cost of Attendance."

Pell Grants and loans are disbursed in two payments: the first at the beginning of the program, the second in February after half of the program has been completed. Awards in excess of school costs are disbursed to the student for living expenses.

For the MFA program, the Dell'Arte School is authorized to participate in Federal Stafford Student Loans and Graduate PLUS Loans. The maximum Stafford Loan amount for which an MFA student at Dell'Arte can qualify is \$20,500 per year. Graduate PLUS Loans cover up to the annual "Cost of Attendance"—\$30,000 to \$32,000. Loan fees of 3% are deducted from all loans before disbursement. Individual circumstances will determine each student's actual loan eligibility. Loans for each year are disbursed in two payments, the first at the beginning of the year, and the second after half of the year has been completed. Awards in excess of school costs are disbursed to the student for living expenses.

Federal aid is applied for with the Free Application for Federal Student Aid (FAFSA), available on the web at www.fafsa.ed.gov or downloaded as a PDF at www.FederalStudentAid.ed.gov. U.S. citizens interested in Federal Student Aid are advised to start the Financial Aid process promptly in order to know what level of aid will be available to them.

Federal Student Aid programs define the Professional Training Program (PTP) program as a "one year (first year) vocational program leading to a certificate". In this context, it is not "graduate or professional training" even though some students attend after having already earned a B.A. Thus, for the FAFSA, the PTP is a "certificate for completing an occupational program of less than two years".

The PTP student's grade level on the FAFSA will be either 0 or 1 depending on whether the student has attended college before.

The MFA is "graduate or professional training"

Dell'Arte's Federal School Code is 030256.

The address is:

131 H St-PO Box 816

Blue Lake, CA 95525

Subsidized Stafford Loan repayment begins 6 months after the student graduates or withdraws from the program. Unsubsidized Stafford, Plus, and Graduate PLUS repayment begins 60 days after the final disbursement, but can be deferred for 6 months, although interest accrues during this six months.

For the past two years, financial aid disbursements have come in several weeks after classes have begun. Be prepared to cover living expenses until then.

If a student obtains a loan to pay for an educational program, the student must repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives

federal financial aid funds the student is entitled to a refund of the monies not paid from federal financial aid funds.

For Foreign Students

Many countries have government funding for their citizens to study abroad. For example, Canada, Sweden and Denmark each have programs that past students have used to fund their education at Dell'Arte International.

Foreign students from over 150 countries may qualify for funding from the U.S. government through the Fulbright Scholarship for Foreign Students program. For more information, visit foreign.fulbrightonline.org.

Financial Literacy

Dell'Arte International School of Physical Theatre encourages student borrowers of Federal Financial Aid to develop skills in financial literacy in order to make educated decisions about borrowing and repaying student loans, personal budgeting, etc. Dell'Arte International offers financial literacy classes as a part of the Artist as Entrepreneur course in Year 3 of the MFA, as well as online resources in the Student Handbook (See Section VI. Resources and Guides, page 72.)

Scholarships and Grants

Dell'Arte has a few scholarships available for qualified students. For more information contact the Director of Admissions.

In some cases, Dell'Arte may provide additional scholarships in the form of tuition reductions. These awards are made at the discretion of the Director of Admissions based on financial need, the school's determination that a student will be an asset to the program, and availability of funds.

For private funding sources, we recommend students research loans, grants and scholarships through local organizations, such as churches and religious organizations, unions, banks, parents' companies, and fraternal organizations (i.e. The Benevolent and Protective Order of Elks). International students can research the Fulbright Scholar Program and funding through their embassies and departments of cultural affairs. Scandinavian students can research the American-Scandinavian Foundation (www.amscan.org), which offers fellowships and grants for advanced study in the USA. We also suggest looking at online scholarship giving organizations (i.e. Humboldt Area Foundation). Students can research available grants and scholarships online and at their local libraries.

Students in the past have found creative ways to successfully raise funds through online campaigns with Kickstarter, GoFundMe, and Indiegogo, as well as through benefit performances and busking.

Dell'Arte will gladly produce support materials (i.e. letters of recommendation) for a private scholarship application or fundraising campaign.

Refund Policy

Students have the right to cancel their enrollment agreement at any time without any penalty or obligation and receive a refund for the part of the course not taken. In order to cancel their

enrollment agreement, any student may follow the steps outlined in “Student Right to Cancel” on page 43.

In the event that a student cancels their enrollment, any refunds due will be made by the school within thirty (30) days of the date on the Notice of Cancellation. If the Notice of Cancellation is dated on or prior to the first day of instruction, 100% of the amount paid, less a registration fee of \$100, will be refunded.

After the first day of instruction, and until 75% of the course has been completed, tuition refunds are pro rated based upon this formula:

Total Tuition divided by total hours = hourly charge

Total owed = Total hours attended times hourly charge

Refund = Any amount paid in excess of Total Owed

Once 75% of the course has been completed, no tuition is refunded.

The refundable \$400 deposit is refunded at graduation or cancellation, less any charges for breakage, loss, etc. This refund policy is published in all student enrollment contracts.

Re-Enrollment after Withdrawal

In the event that a student chooses to withdraw and then re-enrolls in the program (as outlined in “Student Right to Cancel” on page 43), Dell’Arte International will grant a scholarship to the student. The amount of the scholarship will be prorated based on the previous withdrawal date of the student. See example below:

Example:

A student decides to withdraw after 3 weeks (90 hours).

Total tuition of \$12,600 (tuition) + \$250 (student activity fee) divided by 900 hours =
Hourly charge of \$14.28

Total hours attended is 90 x the hourly charge of \$14.28 = scholarship of \$1,285.20

Return of Title IV Funds after Withdrawal

Dell’Arte International School of Physical Theatre returns Title IV program funds. The requirements for Title IV program funds are separate from the Dell’Arte International School of Physical Theatre refund policy.

The Title IV programs are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When students withdraw during their payment period or period of enrollment, the amount of Title IV program assistance earned up to that point is determined on a prorata basis. For

example, if a student completes 30% of his or her payment period or period of enrollment, he or she earns 30% of the assistance he or she was originally scheduled to receive. Once a student completes more than 60% of the payment period or period of enrollment, he or she will earn all the assistance that he or she was scheduled to receive for that period. There are some Title IV funds that cannot be disbursed upon withdrawal because of other eligibility requirements.

For detailed information on Return of Title IV funds procedure and calculations, please see page 56 of this Handbook.

Post Withdrawal Disbursement

If a student did not receive all of the funds they have earned, they may be due a post-withdraw disbursement. The School may use a portion or all of their post- withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs the student's permission to use the post-withdraw disbursement. If the student does not give permission, the student will be offered the funds.

However, it may be in the student's best interest to allow the school to keep the funds to reduce their debt at the school. The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Excess Title IV Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that they must repay is half of the grant funds they received. The student must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

Veterans

This school has and maintains a policy of the refund of the unused portions of tuition, fees and other charges in the event the student, veteran or other eligible person fails to enter the course, withdraws, or is discontinued at any time prior to the completion. The school provides that the amount charged to the student, veteran or other eligible person for tuition, fees or other charges for a portion of the course does not exceed the approximately pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. The school will retain \$10.00 of the tuition deposit and the balance will be pro-rated.

V. POLICIES AND PROCEDURES

Attendance & Lateness Policies

Attendance is mandatory. Chronic absence or lateness is not tolerated. Students are expected to attend all scheduled classes, rehearsals, performances, individual tutorials (as scheduled by instructors), project evaluations, and individual evaluations. Teachers and production stage managers record absence and lateness daily.

What defines attendance?

At the class' scheduled start time, students must be in the room and fully prepared for class to begin.

(Please see "Lateness" for further definition.)

If a student excuses themselves from class and is absent for more than 5 minutes, they are considered absent for the entire class.

Absences

One (1) missed class = One (1) absence. Absences are calculated on a quarterly basis, the equivalent of roughly 10 weeks of class. The start and end dates of each quarter will be communicated to students by the School Administrator at the beginning of each academic year.

- Three (3) absences in any one subject during a quarter will result in a meeting with the School Administrator, who will issue a written warning. (For a list of subjects, please see "Defining Subjects" below.)
- Four (4) absences in any one subject during a quarter will result in a meeting with the School Director and the School Administrator to determine what action is warranted, up to and including probation.
- Two (2) late to any one subject are equivalent to one absence and accrue accordingly.
- Eight (8) total absences in any subject during a quarter will result in a meeting with the School Director and School Administrator to determine what action is warranted, up to and including probation.

Excused Absences

Any absence due to an appointment with a mental or physical health professional can be excused with a note from the physician's office. Excused absences are erased from the absence total for that quarter. Notes from the physician's office must be turned in to the School Administrator before the end of the quarter within which the absence occurred.

Requests to be absent for any part of the curriculum, including for religious observance, must be submitted in writing to the School Administrator at least two (2) weeks in advance of the requested absence. The School Administrator will notify the student if the request has been approved or denied. Approval of the request means the absences will be excused.

MFA Year Three/AEP Year Two students may submit to the School Administrator a written request to excuse absences related to audition and career development opportunities. The School Administrator will notify the student if the request has been approved or denied. Approval of the request means the absences will be excused.

All other absences are not considered excused and accrue accordingly.

In the event a personal emergency prevents you from attending classes, you MUST notify the School Administrator within 24 hours.

Lateness

Two (2) lates to any one subject are equivalent to one absence and accrue accordingly.

A student who arrives late may or may not be admitted to a class-in-progress, at the discretion of the instructor.

What defines 'late'?

For classes in Riverview, Watershed, Salon, Student Lounge, Main Studio, Mask Studio, Mime Studio, and Carlo Theatre: students will be counted late if they are not in the room and prepared for class to begin at the scheduled start time.

For classes outdoors: students will be counted late if they are not in the School parking lot (or other agreed-upon meeting place) at the scheduled start time.

Defining "Subjects":

Daily Practice
Voice
Acro Lab
School Chorus
Afternoon Class (any class or rehearsal beginning after 2pm)
Play
Performance Lab
Poetic Voice
Colloquium
Movement
Movement Analysis
Physical Comedy, Slapstick, Stage Combat
Mask
Alexander Technique
Community-Based Arts
Shows
Dance
Salon
Thesis Development
Singing and Musicality
Ensemble Training

Absence Accommodation

If any student is experiencing mental or physical health circumstances that require them to be absent in excess of the permitted number described above, they may submit in writing to the School Administrator a request for accommodation. The School Administrator and School Director will approve or deny this request, and notify the student of their response.

Accommodation can include, but is not limited to, the following:

Leave of Absence - If an injury or illness will prevent a student from fully participating in his or her program of study for a prolonged period of time, they may request a Leave of Absence, indicating the specific date range of the request. This request may or may not be accompanied by a note from a doctor. Depending on the program of study, the School Director will make a determination as to whether or not the student may be allowed to continue in the program (See "Withholding of Certificate" below.)

Class-Specific Accommodation – If an injury or illness will prevent a student from fully participating in a specific class, they may request specific accommodation for that class, indicating A) The date range of the request, and B) The specific nature of the accommodation required. This request may or may not be accompanied by a note from the doctor.

If a student is in violation of the Attendance Policy, the School Director and School Administrator make final determination regarding academic probation (See "Probation Policy" below.)

Mandatory Leave of Absence

If the School Director determines that an injury or illness creates a safety hazard to other persons at the school, or otherwise significantly prevents a student from participating in his or her program of study at the desired level of commitment and/or skill, the School Director may, with or without warning, issue a Mandatory Leave of Absence. Notification will be via a written notice indicating the date range and reason for the Mandatory Leave of Absence.

This Mandatory Leave of Absence is in lieu of dismissal from the school because the School Director has determined that upon healing from the injury or illness, the student will be able to reenter their program of study at the desired level of participation. If a student does not agree to the terms of the Mandatory Leave of Absence, the student can choose to withdraw from the school (See "Student Right to Cancel").

Withholding of Certificate

If, for any reason, a PTP student is absent for the equivalent of three weeks of class hours (10% of the entire course of study), they may, at the discretion of the School Director, be allowed to continue in the program, but they will not receive a Certificate of Completion.

In the MFA/AEP program, if a student is absent for the equivalent of four and half weeks within an academic year, the student will receive an incomplete for the relevant courses for the year. They may, at the discretion of the School Director, be allowed to repeat the course of study in a subsequent year in order to receive the degree or certificate.

Probation, Dismissal, and Withdrawal Policies

Probation

A student may be put on probation for excessive absence, copyright infringement, failure to complete written or class assignments, or for any reason outlined under the Dismissal section below. Determination of the need for a probationary period is made by the School Administrator and School Director.

The student will be notified in writing of his or her probationary status, the reason(s) for the action, the expectations for advancement through the probationary period, and the date that the probationary period will end. Probation will end with a faculty-student conversation, wherein the student will either be taken off of probation or dismissed.

Once a student has been put on probation for any reason, continued absence, copyright infringement, failure to complete written or class assignments, or failure to comply with the

Satisfactory Academic Progress policy will become possible grounds for further administrative action, including possible dismissal, without a renewed probationary warning.

Dismissal

A student may be dismissed from the school because:

1. It has been determined that the student is not able or willing to participate in the program at the desired level of commitment and/or skill; because they lack the mental, emotional or the physical health to successfully complete the program; or because they lack the maturity to complete the program. Such dismissal will be preceded by a written probationary warning as indicated above. Determination of the need for such a probationary warning and dismissal is made by the School Director upon the recommendation of the faculty.
2. A student may be dismissed from the school for behavior creating a safety hazard to other persons at the school, for disrespectful behavior to other students, administrators, or faculty members, for sexual misconduct, or for any other stated or determined infraction of conduct. Depending on the severity of the behavior, such dismissal may or may not be preceded by a probationary warning. The possession of weapons or firearms in school facilities is grounds for immediate dismissal.
3. Dell'Arte is a drug-free campus. Due to the physical rigor of the training, students who arrive to class or rehearsal under the influence of drugs or alcohol pose a severe health risk and will be placed on immediate probation. Underage drinking, and the possession, use, sale, manufacture or distribution of any controlled substances are illegal under both state and federal laws. Such laws are strictly enforced by Dell'Arte, and violations can lead to dismissal from the school. Except in cases of sudden mental health circumstances, criminal offenses or blatantly anti-social behavior, such a dismissal will be preceded by a written probationary warning.

Student Right to Cancel

Students have the right to cancel their enrollment agreements at any time without any penalty or obligation and receive a refund for the part of the course not taken. In the event a student chooses to withdraw, the student must complete in full the Notice of Cancellation form found on page 82 of this Handbook and submit this form to the School Director in person or via mail or email. The date on this form will serve as written notice of the student's last official day. Students who cancel their enrollment prior to 75% of the course being completed are eligible for a refund for the part of the course not taken. The policy for how this refund is calculated is published under "Refund Policy" on page 38 of this Handbook.

Following cancellation, any equipment that has been given to the student by the school must be returned within ten (10) days of the date on the Notice of Cancellation. If the student does not return the equipment within this ten (10) day period, the school may withhold an amount equal to the price of the equipment.

Due to the cumulative and ensemble-based nature of the programs, it is not possible for a student who has withdrawn to re-enroll within the same academic year. It is also not possible for a student to enroll mid-way or part-way through a subsequent academic year. If a student withdraws from the program, and chooses to re-enroll, they must begin the program at the start

of the academic year, completing the entirety of course credits in the weeks they are presented and within the normal timeframe of the program. If a student chooses to re-enroll, the student will receive a scholarship for the portion of the course they have already completed. The policy for calculating this scholarship is published under “Refund Policy” on page 38 of this Handbook.

If a student re-enrolls in the following academic year, he/she will return to the same academic status of all students beginning the program in that academic year.

Satisfactory Academic Progress

The Curriculum

The entire course of study at Dell'Arte is an integrated whole. There are no elective subjects. Within each of our programs (Professional Training Program, Advanced Ensemble Program and Master of Fine Arts Program) every subject within that program's curriculum is compulsory.

SATISFACTORY LEVEL OF PROGRESS

In order to complete a year's work, students must complete all courses of study in a satisfactory manner, which includes but is not limited to demonstrating appropriate professional behavior, proactive engagement in class work and ensemble creation, notable progress in the capacities focused on in class, and completion of all class assignments.

PTP class work is recorded in transcript format on a credit/no credit basis, showing the designated hours of completed coursework. MFA and AEP class work is recorded in transcript format on a credit/no credit basis, showing the credits completed for each course.

NOTE ABOUT THE MFA PROGRAM

The first year of the MFA program is a provisional year. The nature of our training requires that students work with discipline and commitment. If, during the first year, any student does not satisfactorily complete course work or written assignments, is unable to work within the ensemble nature of the program, does not exhibit the aptitude for continued physical theatre training, or whose needs and skills would, in our judgment, be better served at another institution, *we reserve the right to deny continuance into the second year*. If the decision is for Non-Continuance, the student will be given a Certificate of Completion for Year 1 of the MFA Program, and their transcript will reflect credits completed during Year 1.

Evaluations

Student work is evaluated in several ways throughout the year:

- All students have formal evaluation sessions with faculty feedback about their progress no less than two times per year.
- All students may request individual evaluation or consultation with a faculty member by appointment.
- Faculty meets weekly to discuss class goals and progress. If any particular student issues arise, the faculty may determine to set a formal evaluation or meeting with the individual student to address the concerns.

- MFA and AEP students may receive written or verbal feedback in response to required papers, proposals, and portfolios.
- MFA and AEP students may receive written or verbal feedback to their self-assessment assignments.

Academic Evaluation Periods

Scheduled formal evaluations are as follows, reflected in academic weeks (not calendar weeks).

- PTP: at 10 weeks (roughly 300 clock hours), 22 weeks (roughly 660 clock hours) and 30 weeks (roughly 900 clock hours).
- MFA Year 1: at 10 weeks (roughly 15 quarter credits), 22 weeks (roughly 33 quarter credits), and 30 weeks (roughly 46 quarter credits)
- MFA Year 2: at 14 weeks (roughly 18 quarter credits), 26 weeks (roughly 34 weeks), and 35 weeks (roughly 46 quarter credits)
- AEP Year 1: at 14 weeks (roughly 22 quarter credits, or 660 clock hours), 26 weeks (roughly 41 quarter credits, or 1,230 clock hours) and 35 weeks (roughly 55 quarter credits, or 1,650 clock hours).
- MFA Year 3/AEP Year 2: at 12 weeks (roughly 16.5 quarter credits, or 495 clock hours), 22 weeks (roughly 30.5 credits, or 915 clock hours), and 33 weeks (roughly 46 quarter credits, or 1,380 clock hours)

Grading – Class Work

While grades are a measure of a student’s progress, Dell’Arte values the larger picture of what constitutes a student’s growth and development in their course of study. To this end, ongoing assessment and dialogue between all faculty and students is an integral and critical component of student evaluation.

In addition to this dialogue, each faculty member submits to the School Administrator a Pass (P)/Low Pass (LP)/Fail (F) evaluation of a student’s academic progress for the course in which they are lead instructor. These Pass (P)/Low Pass (LP)/Fail (F) evaluations are submitted at the following times:

- PTP: at 16 weeks (450 clock hours), and at 30 weeks (900 clock hours)
- MFA Year 1: at 10 weeks (16 quarter credits), 19 weeks (31 quarter credits), and 30 weeks (46 quarter credits)
- MFA Year 2: at 13 weeks (16 quarter credits), at 22 weeks (31 quarter credits), and at 33 weeks (46 quarter credits)
- AEP Year 1: at 13 weeks (25 quarter credits), at 22 weeks (40 quarter credits), and at 33 weeks (55 quarter credits)
- MFA Year 3: at 12 weeks (16 quarter credits), at 20 weeks (31 quarter credits), and at 31 weeks (46 quarter credits)
- AEP Year 2: at 12 weeks (16 quarter credits), at 20 weeks (31 quarter credits), and at 31 weeks (46 quarter credits)

A student may submit a request to view these records, but they are not published, notated on the final transcript, or considered to be a complete means of determining academic standing. Faculty may determine to reference these records if deemed appropriate during a formal evaluation with

the student. Students will be notified via email by the School Administrator in the event they receive a 'Fail' grade for any course work.

PTP and MFA/AEP class work is evaluated on a Pass/Low Pass/Fail basis, according to the following criteria:

Pass (P): The student is fully engaged with the work, demonstrates a command of the skills and capacities focused on in class, consistently performs at the top of their capacity, and continually strives to make progress. The student is professional, regularly punctual, present and prepared to work. A pass (P) is the equivalent to “A” or above.

Low Pass (LP): The student demonstrates partial or adequate command of the skills or capacities focused on in class, without notable development or improvement. The student may be inconsistent in their ability to be present, punctual, and prepared to work, or may be physically present but remain unengaged with the work at the level required for artistic and professional development. A low pass (LP) is equivalent to a “B” or “C.”

Fail (F): The student is consistently unable to demonstrate the basic skills or capacities focused on in class and may be inconsistent in their ability to be professional, punctual, present, or prepared to work. A consistent attitude of reticence, laziness, or complacency may be observed, or they are unwilling to move beyond their comfort zones or take the risks necessary to make creative discoveries. A fail is equivalent to a “D” or below.

If a student receives two (2) “Fails” in any single course, they will receive a written notice of being on academic probation, and will have a formal evaluation with the School Director and Administrator to determine appropriate actions and agreements.

ADDENDUM ON FAILURE

At Dell'Arte, failure, or the act of failing, is counted as *a necessary aspect of the process of learning*. To fail at a task in which one has enlisted all of one's faculties --physical, imaginative and mental, in pursuit of the unknown -- is to advance. By contrast, the term "Fail" is used in school evaluations to denote lack of investment, lack of development, or, in some cases, the failure to risk failing.

Grading – MFA/AEP Written Assignments

All written assignments are graded on a Pass (P)/Low Pass (LP)/Fail (F) scale. The following criteria will be used for grading:

Pass (P): exhibits a strong, clear perspective, sustained engagement with the subject matter, with ongoing reference to specific details and images in support of the author's ideas; a style of writing that communicates clearly and simply with the reader, and a personal investment in the writing process as an opportunity for investigation, creativity, and discovery. No spelling or grammar mistakes. *Pass (P) is equivalent to an “A”.*

Low Pass: Met the minimum requirements for the assignment, but lacking in focus, clarity, and creative engagement with the subject or personal investment in the writing. May contain missed opportunities for reference to specific details or images in support of an idea, and/or multiple spelling/grammar mistakes. *Low Pass (LP) is equivalent to a*

"B" or "C" and the student will be advised as to whether or not they should rewrite the paper.

Fail (F): Does not deal with the subject except in the most cursory way. Notable lack of personal investment in the writing process; "book report" mode of piling up facts or quotations without shaping the writing according to a point of view or perspective; difficult to read; consistent spelling and grammar mistakes. *A Fail (F) is equivalent to a grade "D" or below. The student may be given an opportunity to re-write the paper to bring their grade up to a passing level within a time period determined by the School Administrator.*

MFA/AEP Due Dates and Late Assignments

All assignments are due on the date listed on the assignment schedule. A request for an extension can be made by emailing the School Administrator *before* the assignment due date. More than two requests for extension in a 10-week period are not permitted. Any assignment not turned in by the due date, or by the agreed upon extension date, will automatically receive a grade of 'Fail' (F).

2 late ensemble training class assignments = 1 fail
3 late weekly reflections = 1 fail
2 late performance assessments = 1 fail
All other written assignments = 1 fail

If a student receives a grade of 'Fail' because a written assignment was not turned in, the student may not progress into the next style block or performance project until that assignment has been turned in. Failure to turn in all incomplete assignments by 5:00 pm on the first Friday of a new style block or performance project may also result in dismissal from the MFA/AEP. All assignments must still be completed in order to graduate.

FAILED ASSIGNMENTS

Two (2) failed assignments for any of the reasons outlined above will result in disciplinary action up to and including dismissal from the MFA/AEP.

MFA/AEP Protocols for Written Assignments

Students must complete all required assignments, both academic and performance-based, to receive credit for courses.

Turning in Assignments

All written assignments must be submitted to the student's individual Google Drive folder on the due date stated. (This folder will be shared with you by the School Administrator.)

Students are not required to submit hard copies of papers; however, they should accumulate hard copies of their weekly reflections in their journals (See *Journal Requirements* below).

Titling Assignment Emails and Files

Students are required to adhere to the following format for submitting e-files for written assignments: Title the document with last name, followed by the name of the assignment.

Example:

Subtle differences do not matter as long as the student follows the order and goes by the name of the assignment, rather than the specific name of the paper. For example, the titles for the emails and documents on The Aesthetics of Commedia Assignment should not read: *thompson masks mayhem and madness*.

Formatting Papers

Unless otherwise stated in the assignment description, it is expected that all papers follow MLA Formatting and Documentation Guidelines, the only exception being weekly journal entries. The Modern Language Association (MLA) has created national guidelines that researchers use to give credit to the sources of quotations and information included in their research, and that standardize the format of a paper (margin widths, line spacing, font size, etc.) The MLA Handbook also contains helpful guidelines on punctuation and grammar. Students can find these guidelines (and other information regarding essay writing) in our library, or by searching online. Purdue University's Online Writing Lab (OWL) is a great online resource: <http://owl.english.purdue.edu>. All papers must be proofread for spelling, punctuation and grammar mistakes before being turned in.

Journal Requirements

It is important that students maintain a practice of recording their thoughts, observations, questions and discoveries about the work each week. Keeping a written journal is a significant tool in developing a perspective about the work of theatre making. The style and structure of your journal are up to you; you may include drawings and images along with your written reflections if you like.

The journal is also intended to:

- Give students a way to reference key points in their education and experience at Dell'Arte
- Give students a week-by-week record of their own learning and development
- Provide instructors with a way to assess aspects of a student's learning style
- Help instructors to assess aspects of the training via the students' experiences

To these ends we require:

- That whatever form the journal takes it must be submitted to us in a three-ring binder
- That all entries are headed, on the left with topic/subject and on the right with the date of entry
- That the journal be presented chronologically--that each week's entries be preceded with the school's schedule for that week, followed any daily notes or observations, and concluded with the weekly reflection.
- That other assignments compiled in the binder be categorized (i.e. 'Aesthetics of Commedia', 'Ensemble in Community') and separated with tab dividers

We welcome drawings, poems, mind maps, and other materials students find illuminating.

Graduation Requirements

PTP students will be eligible for graduation at the end of thirty-two weeks. Students who complete the course according to the Satisfactory Progress standards outlined above will receive a Certificate of Completion.

MFA students will be eligible for graduation at the completion of 138 credits. Students who complete the course according to the Satisfactory Progress standards outlined above will receive an MFA degree. All degree requirements must be completed within 18 months of the end of the third year studies.

AEP students will be eligible for graduation at the completion of 101 credits. Students who complete the course according to the Satisfactory Progress standards outlined above will receive a Certificate of Completion. All certificate requirements must be completed within 18 months of the end of the third year studies.

Applying for the MFA or the AEP

Starting at the end of February, current and past PTP students may apply to matriculate into either the Master of Fine Arts (MFA) or Advanced Ensemble Program (AEP).

What applicants need to do:

- Submit a Statement of Purpose to the School Administrator that answers the following questions: Why Dell'Arte? Why now? To what end do you hope to apply your training?
- Submit Official Transcript of undergraduate degree (MFA only)
- Submit proof of training and professional experience equivalent to an undergraduate degree (AEP only)

What Dell'Arte will do:

- Make an overall assessment of the student's work
- Assess the student's engagement in the ensemble
- Consider the MFA/AEP ensemble as a whole, bearing in mind any alumni from previous PTP years who might be making application. We aim to create a class of 10 students.

We will let applicants know at the earliest possible time of their acceptance. If we are able to accept an applicant immediately, we will let you know. If we need to observe the work further as the year progresses, we will let you know. If we determine that we cannot accept an applicant for any reason, we will let you know.

Defining 10-Week Periods for 2018-2019

PTP/MFA 1

First 10 Weeks: Oct 1st – December 7th
Second 10 Weeks: Jan 7th – March 24th
Third 10 Weeks: March 25th – June 9th

MFA 2 / AEP 1

First 10 Weeks: Oct 1st – December 11th
Second 10 Weeks: Jan 7th – March 31st
Third 10 Weeks: April 1st – June 23rd

MFA 3 / AEP 2:

First 10 Weeks: Oct 1st – December 16th
Second 10 Weeks: Jan 7th – April 7th
Third 10 Weeks: April 8th – June 9th

Placement Assistance

Dell'Arte makes no guarantee of placement following graduation. However, Dell'Arte maintains close contact with theatre companies and organizations around the world through its staff, alumni, professional organizations, and subscriptions to trade publications. Students are notified of auditions, job postings, employment opportunities, etc. in various locales through our alumni online discussion list and through alumni social media. Faculty is available to advise students on further educational opportunities, internships, etc. upon request. MFA and AEP instruction at Dell'Arte includes a course in the Actor Entrepreneur: creating resumes, websites, portfolios, networking, and employment options.

Retention and Completion Rates

PTP

2010/11 – of 31 students enrolled, 28 graduated
2011/12 – of 23 students enrolled, 22 graduated
2012/13 – of 23 students enrolled, 22 graduated
2013/14 – of 27 students enrolled, 24 graduated
2014/15 – of 28 students enrolled, 28 graduated

MFA

2010/11 – Of the 4 students enrolled in year one, 2 continued on into year two.
– Of the 5 students enrolled in year two, 5 continued on into year three.
– Of the 4 students enrolled in year three, all 4 graduated.

2011/12 – Of the 6 students enrolled in year one, 5 continued on into year two.
– Of the 7 students enrolled in year two, 6 continued on into year three.
– Of the 5 students enrolled in year three, 4 graduated.

2012/13 – Of the 4 students enrolled in year one, 4 continued on into year two.
– Of the 11 students enrolled in year two, 8 continued on into year three.
– Of the 7 students enrolled in year three, 7 graduated.

2013/14 – Of the 1 student1 enrolled in year one, 1 continued on into year two.
– Of the 7 students enrolled in year two, 6 continued on into year three.
– Of the 8 students enrolled in year three, 8 graduated.

2014/15 – Of the 4 students enrolled in year one, 3 continued on into year two.
– Of the 9 students enrolled in year two, 9 continued on into year three.

– Of the 6 students enrolled in year three, 6 graduated.

AEP

2013/2014 – Of the 2 students enrolled in the year one of the AEP, 2 continued on into year two.

2014/2015 – Of the 2 student enrolled in the year one of the AEP, 2 continued on into year two.

Student Records

Dell’Arte International operates in compliance with the Family Educational Rights and Privacy Act (FERPA). FERPA is a body of laws enacted by the United States Congress to protect the privacy of students. The act is designed to ensure that students may obtain access to the student’s educational records and challenge the content or release of such records to third parties.

Information retained in student records includes application information, enrollment agreement, I-20 or other international documentation (if applicable), liability release, health questionnaire, grading, archival video footage of student performances and performance labs, and evaluation notes.

You have the right to review your education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education. To review your records, make a request to the School Administrator.

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for no more than a five-year period. It is our policy to keep records in a fire-safe filing cabinet and within password protected folders on the Dell’Arte International server for the duration of five years from the date of graduation, after which time the records are stored in locked, archival storage indefinitely.

Disclosing Student Records

Under FERPA law, an institution may disclose student records to **school officials** within the agency or institution whom the agency or institution has determined to have **legitimate educational interests**.

Dell’Arte International defines “**school official**” as the following:

- A person employed by the Dell’Arte International in an administrative, student advocate, academic, promotional/marketing, student financial aid, accreditation, research position, or a support person to these positions; or
- A third party employed by or under contract to Dell’Arte International to perform an administrative, student advocate, academic, promotional/marketing, student financial aid, accreditation, or research task.
 - The party must be performing an institutional service or function for which the agency or institution would otherwise use employees
 - The party must be under direct control of the agency or institution with respect to the use and maintenance of education records
 - The party will use the information only for purposes for which the disclosure was made, and that the party will not disclose the information to any other party without the prior consent of the student.

Dell’Arte International defines “**legitimate educational interest**” as the following:

- The information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement.
- The information is to be used within the context of official agency or school business and not for purposes extraneous to the official's areas of responsibility or to the agency or school.
- The information is relevant to the accomplishment of some task or to a determination about the student.
- The information is to be used consistently with the purposes for which the data are maintained.

Having access to education records or the information within the records does not constitute authority to share this information with anyone who does not have legitimate educational interest.

If there is any doubt or question regarding the request or the legitimate educational interest, the school official will not disclose the information without the approval or concurrence of the appropriate agency or school officials or written permission from the student.

Directory Information

FERPA law defines directory information as “information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.” Because it is not harmful or invasive in nature, a school's Directory Information may be disclosed to a third party without receiving prior consent from the student.

Examples of this would include, but are not limited to, the following: sharing a Student Contact Sheet including your email and phone number to all main office staff, posting the Front of House schedule in the public lobby of the Main Building, listing your name, grade level, and country of origin in a Dell'Arte newsletter announcing the new class of students, or confirming your dates of attendance to a future employer who contacts the school.

At Dell'Arte International, we define our directory information as follows:

- Name
- Telephone
- Email
- Citizenship
- Identified country of origin
- Gender
- Program Enrolled
- Student ID Number
- Student Class Schedules
- Enrollment Status/Dates of Attendance
- Photograph/video/audio recording used for school marketing and promotional purposes
- Student Job Description and Responsibilities
- Student Front of House Schedules
- Degrees and Certificates Conferred
- Ensemble Research Papers, completed in the 3rd year of the MFA/AEP

Directory Information Opt-Out

If a student wants to revoke their consent to disclose Directory Information as defined by the school, they must fill out the Directory Information Opt-Out form on page 77 of this Handbook.

This form must be signed and submitted to the FERPA Administrator before the first day of Orientation. The FERPA Administrator may be contacted by emailing ferpa@dellarte.com or via mail at:

Attn: FERPA Administrator
Dell'Arte International
PO Box 816
Blue Lake, CA 95525

If at any point in the school year, following Orientation, the student wishes to revoke their consent to disclose directory information, they may do so by filling out the Directory Information Opt-Out form on page 77 of this Handbook. A hard copy of this form must be submitted in person to the school FERPA Administrator. (The faculty in the role of FERPA Administrator rotates each year, and students will be informed who holds this position on a yearly basis.) Requests filed will be effective only with respect to the inclusion of materials prepared after the receipt of the request.

It is important to note that a student's request for confidentiality does not permit the student to be anonymous in the classroom, nor to impede or be excluded from classroom communication.

Viewing and Amending Records

All students have a right to view, and request amendments to, their own student records.

In order to view their records, a student must: submit, in writing, a request to the FERPA Administrator. The request must state specifically what record the student wishes to view, and in what form the record should be sent to the student (email, hard copy, in person). Dell'Arte International must comply to the request within 45 days after receiving the request. According to FERPA policy, unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records, an educational agency may charge a fee for a copy of an education record which is made for the student.

In order to amend their record, a student must: submit, in hard copy and in person, a request to amend the record. The educational agency or institution shall decide whether to amend the record as requested within a reasonable time after the agency or institution receives the request. Once a decision has been made, the school will notify the student in writing of the decision within 45 days. If the educational agency or institution decides not to amend the record as requested, it shall inform the student in writing of its decision and of his or her right to a hearing.

Videography and Photography Regulations

Dell'Arte videotapes student work for archival purposes and may occasionally take photographs for archival and promotional purposes. Dell'Arte retains exclusive rights to any photographs or videotapes (with or without sound) taken of student work. Archival photo and video of student classwork and performances is considered a student record according to FERPA law. It is

therefore not available for student use or viewing. (Note: If a student performs in a company show, such as the annual cabaret, any archival footage of this event is also considered a student record under FERPA law, and is therefore not available for student use or viewing.)

Students may use personal video, photography and audio recording equipment in the classroom and during student presentations only when authorized by Dell'Arte faculty and/or staff. If a student wishes to take personal video, photo, or audio recording, they must first request permission of the Dell'Arte faculty or staff.

If a student wishes to video record a public performance, they need to request approval from the Production Stage Manager at least 48 hours in advance. Only one evening of a given run (or one evening per cast for multiple-cast shows) can be recorded.

If you want to film your piece with technical elements outside of a performance, it needs to be during Production Week, no later than Friday before 5pm. It will be up to all members of the performing ensemble to communicate and make agreements about photo and video releases should these outside arrangements be made.

Copyright Infringement

Unauthorized distribution of copyrighted material may subject the student to civil and criminal liabilities. The school does not condone unauthorized peer-to-peer file sharing. Unauthorized downloading or distribution of copyrighted materials using the school's information technology system via the school or Dell'Arte housing will result in disciplinary action.

Performing, Teaching, and Attending Outside Classes While Enrolled

Humboldt County is home to many artists, and there are several local theaters, dance studios, and two other universities in the area. While Dell'Arte International supports and often partners with these organizations, the school highly discourages students from performing, teaching, and taking regular classes outside Dell'Arte International while enrolled as a student here. (This includes taking online courses or finishing an online degree.)

The immersive schedule of the school simply does not allow time for consistent commitment outside of the Dell'Arte training. It is in the interest of your own mental and physical health to not place additional demands on your schedule, and it is in the interest of your condensed and focused time here at Dell'Arte International to allow your attention to remain wholly on your work here as a student.

Health

Because of the physical and mental rigor of our programs, Dell'Arte requires that students be in good physical and mental health upon acceptance. The School does not have a vaccination requirement. We ask all admitted students to fill out and return a Health Questionnaire with their Enrollment Agreement. All student medical information is kept strictly confidential.

Students with special needs must notify the Director of Admissions of their precise nature immediately after acceptance to the program. Upon notification, Dell'Arte, in compliance with the Americans With Disabilities Act, will then consider what reasonable accommodations may be available to meet those special needs.

At the beginning of the year, students are informed of all existing injury protocols, in the event that an injury occurs on the Dell'Arte premises. Faculty are required to follow specific injury protocols and policies to minimize risk and maximize safety. It is important to note that faculty are not qualified to give you medical diagnoses or advice for your injury. All Faculty are certified in basic First Aid and follow up-to-date Concussion protocols and standards as developed and maintained by the North Coast Concussion Program.

As health resources are limited in Humboldt County, Dell'Arte suggests that, immediately upon arrival, the student call to schedule an Established Care Visit at an Open Door health clinic in Arcata or Eureka. For more information on California state insurance, visit Covered California (<http://coveredca.com/>) to read about Medi-Cal services.

If students plan to use out-of-state health insurance while at Dell'Arte, we advise that they find out if their insurance will cover them for out of state service. Kaiser Permanente and Blue Shield are almost never accepted in Humboldt County.

Health Management Plan

Students with a history of any physical or mental health condition which could affect their work in the program are asked to submit a plan for managing this condition while in school, along with their Health Questionnaire and Enrollment Agreement. This Health Management Plan may include seeking support from physicians or mental health care providers, medication, a physical therapy plan, or other self-care practices. Dell'Arte's training program is intensive and demanding, so it is important for students to be proactive in setting up a management plan and an outside support system for ongoing health concerns which could impact their work in the school. Should it be deemed necessary, the School Director may mandate a student to submit a Health Management Plan in order to ensure safety and well being of the student and school.

Dell'Arte does not have a professional counselor on staff, but does maintain a list of local mental health counselors and resources available to students (See "Mental Health Resources" on page 69.)

Head, Neck and Spine Injuries

If a student receives an injury to the head, neck or spine while enrolled at Dell'Arte, however minor the impact or injury, the school's policy is to strictly limit the student's participation in all school activities until it is determined by a doctor whether or not a concussion has occurred.

Concussions

It is extremely important to report a possible concussion as soon as possible no matter how mild it may seem. Students and Faculty are trained at the beginning of the year to recognize symptoms and understand how to treat themselves should a concussion occur.

All students who are diagnosed with a concussion are immediately excused and not allowed to come to class or rehearsal for at minimum 24 hours. If a concussion has occurred, the student is required to follow Dell'Arte Concussion Protocol. The student will receive a series of written acknowledgments and forms that are necessary to be signed and dated by their doctor in order to return to class and rehearsal. It may be necessary for faculty to determine whether or not a student can safely continue in the training program, should be placed on a Leave of Absence, or should withdraw from the program. Should a student fail to follow necessary treatment, the

School Director may place any appropriate sanctions on the student, including but not limited to probation or dismissal from the program.

Spine

To continue in the program following a neck or spine injury, a student needs to provide Dell'Arte with all the appropriate forms signed by their doctor or qualified healthcare provider, detailing which, if any, physical training activities the student should avoid, and for how long.

Protocol for Concussion, Neck, and Spine injuries will be discussed in more detail at the Injury Protocol meeting at the start of the school year.

Accident Insurance

Dell'Arte carries accident insurance that covers students for injuries resulting from an accident occurring during an activity that has been sanctioned or approved by Dell'Arte, including trips such as the Rural Residency.

“Accident” is a somewhat vague word in the context of our work here. Any injury caused by another person is clearly an accident. Self-inflicted injuries may or may not be “accidents”. Having stiff or sore muscles from class is not an accident. Falling and breaking a leg is clearly an accident. There is a grey area between these two.

We ask that all students fill out an Incident Report Form (located in the office and all studios) for even the slightest incident to document how an injury happened, in case the student needs to use the accident coverage.

The coverage pays medical expenses, in excess of what a person’s primary medical insurance coverage pays (all if the person has no coverage) up to \$5000 with a \$100 per person, per incident deductible.

The office has claim forms. Payments from the insurance company are made in the form of reimbursement for payment receipts. If a student has medical coverage, Dell'Arte’s accident insurance will also require a copy of the primary coverage’s action on the claim before they will act on it. The reimbursement process can take months to complete, so Dell'Arte recommends that students pay the full medical bill on time, if possible, so that their credit is not affected.

Drug Free Campus

Students are notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in this facility, and any criminal drug statute conviction for a violation occurring in this facility shall be cause for dismissal of the convicted student, unless said student agrees to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Students are further notified that drug abuse in this facility is dangerous and can lead to serious accidents; that Dell'Arte has a policy of maintaining a drug-free campus; that Dell'Arte will assist any student who requests aid to find a suitable drug abuse assistance or rehabilitation program; and that conviction of a drug abuse violation in this facility may invoke the penalties stated above.

RETURN OF TITLE IV, HEA POLICY

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The School will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students' who **withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at the School. It is separate and distinct from the School refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less). The Payment Period for a Credit Hour school is one semester.

The Date of Determination is the date that the institution determines is the withdrawal date. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

Notification (whichever is later)

Leave of Absence Related:

Withdrawal Date: Date LOA began

Date of Determination: Earlier of date ending LOA or date student
Notifies the school he/she will not return

Withdrawal after rescission of Official Notification

Withdrawal Date: Student's original W/d Date from previous
Official notification

Date of Determination: Date school becomes aware student did
not complete the payment period.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

WITHDRAWAL POLICY

“Official” Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.

Or

2. The date the student began the withdrawal from the School’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record, and
2. Perform two calculations
 - a. The students ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school’s refund requirement (see school refund calculation).
3. The student’s grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,

- a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. The School's Controller will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.

8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
 - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours, and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Clock Hour Program: Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED (rounded to one significant digit to the right of the decimal point, ex. .4493 = 44.9 \%.)}$$

- b) Credit Hour Program: Divide the number of calendar days completed in the period by the total number of calendar days in the period

NUMBER OF CALENDAR DAYS COMPLETED
TOTAL NUMBER OF CALENDAR DAYS IN THE PEIROD

Scheduled breaks of at least five consecutive days and days student was on an approved LOA are excluded.

- c) If this percentage is greater than 60%, the student earns 100%.
- d) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to NAME OF SCHOOL
OR
2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post-withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Institution Responsibilities

The School's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School Refund policy is, you may ask your Schools Financial Planner for a copy.

Return to Title IV questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

***This policy is subject to change at any time, and without prior notice**

VI. RESOURCES AND GUIDES

How to Reach Blue Lake

Blue Lake is located about 290 miles north of San Francisco; six miles inland from the Pacific Ocean on Highway 299.

Driving From San Francisco to Dell'Arte:

It takes about five and a half hours to drive here from San Francisco. Take highway 101 North for about 270 miles. Just north of Arcata you will see signs for Highway 299 East. Take 299 East for about 5 miles. You will see the exit for Blue Lake. Exit to the right and stay to the right. Go straight through the roundabout and take the next right, which is Greenwood. Greenwood runs in front of the elementary school. Once on Greenwood, follow the road as it curves to the left. Turn left at the second (2nd) stop sign. Dell'Arte is the large yellow and red building on your left.

Driving from Portland or Seattle to Dell'Arte:

It is about eight hours from Portland to Blue Lake. Take Interstate 5 South. At Grant's Pass, OR, you will get on Highway 199 West. This ends at Highway 101 in Crescent City, CA. Take Highway 101 South. It is about 80 miles, or an hour and a half to Highway 299. Take Highway 299 East and follow the directions above.

Tip:

Many students who are flying into San Francisco contact each other in advance and arrange to share the rental of an Avis rental car, which they can drop off at our local airport. Bear in mind that whoever will be driving must be 25 and have a credit card to rent a car in California. Also, please be sure that the rental car agent marks the ARCATA airport as the final destination, not the Arcadia airport.

By Bus

The nearest Greyhound Bus station is in Arcata, just south of Blue Lake on Highway 101. The Greyhound bus line travels to Arcata from San Francisco or Portland. It costs about \$55 one way and takes about twelve hours from Portland and eight from San Francisco. Call Greyhound at 1-800-321-2222 or visit www.greyhound.com.

Flying

The nearest airport is the Arcata-Eureka Airport and is located a few miles north on Highway 101 in McKinleyville. It is served by United Express and PenAir and its code is ACV. Please make sure to use this code when booking travel online. Also have it available for the travel agent. It is usually very expensive to fly to Arcata from anywhere so book at least three weeks in advance.

Local Services

There is a **taxi service** called City Cab that goes from Arcata to Blue Lake. Their number is (707) 442-4551. The ride costs about \$28.

There is a **local bus** run by the Rancheria that goes from Arcata (including the Greyhound bus station) to Blue Lake. It runs every hour on the hour MONDAY-FRIDAY beginning at 7:05AM. Fares are reasonable and subject to change. <http://www.bluelakerancheria-nasn.gov/TransitSchedule2012.pdf>

There is also an **airport shuttle service**, which goes to Dell'Arte from the Arcata airport for \$25. The reservation number is 1-888-338-5497 or visit www.doortodoorairporter.com.

Drivers License and Car Registration

If you bring your car from out of state, California State law requires that those who move here, age 23 and older, must register their car in California within 20 days and get a California drivers license within 10 days of moving here. Those under the age of 23 are not affected by this law. Foreign students who want to be able to drive while in the US should get an International Drivers License before leaving home. Once here, the only option is to get a California license. For more information, visit dmv.ca.gov.

Voter Registration

U.S. citizens over the age of 18 who reside in California can register to vote in the state of California. Students who would like to register to vote can pick up a voter registration form at the Blue Lake post office or register online at <https://www.sos.ca.gov/nvrc/fedform/>.

An Informal Guide to Dell'Arte's Neighborhood

Blue Lake

WALKING IN BLUE LAKE

Blue Lake is a very safe and friendly community. There are historic homes and beautiful gardens throughout town. Enjoy exploring.

HISTORIC HOMES

Some of Blue Lakes oldest houses can be found on I street. Walk one block uphill from Dell'Arte on First Ave and turn left on I.

THE MAD RIVER

The Mad River is a three-block walk to the southwest of Dell'Arte on Hatchery Road, which merges with H Street just beyond the Mad River Grange. Walkers, joggers, bird watchers and other recreational users favor the riverside levees. The Mad River's name comes not from its raging waters but from an argument that occurred on its banks between members of the Gregg/Wood exploring party in the early 1800s. Salmon runs are in the Fall and Spring.

THE BLUE LAKE MUSEUM

The Blue Lake Museum is housed in the former Arcata and Mad River Railroad Depot at Railroad and G streets. It has Blue Lake Pioneer, local Native American, logging and railroad photos and artifacts.

THRIFT STORE

There is a thrift store located a block from the Dell'Arte Main Building. Proceeds go to the Companion Animal Foundation.

MAD RIVER HATCHERY

Hatchery Road leads out to the Fish Hatchery, about a mile up the river. Visitors are welcome.

BLUE LAKE RANCHERIA TRIBE

The Blue Lake Rancheria is a Sovereign Indian Nation adjacent to the City of Blue Lake, located in historic Wiyot territory. Members belong to the local tribes of Wiyot, Tolowa, Hupa, Karuk, Yurok, Redwood Creek, and also include Cherokee Indians.

FOOD AND DRINK

1. Mad River Brewery Tap Room – Just next to River Campus. 5 – 6pm is happy hour. Serves food until 9 pm.
2. The Blue Lake Casino/Gas Station – On Chartin Rd. at the beginning of town. Open 24hrs. 3 restaurants (including pizza) and gambling. MUST be 21 years and over to enter casino. Gas station has cheapest gas around, convenience store food, sandwiches and slots. 10 minute walk.
3. 76 Gas Station –Blue Lake Ave. Open ‘til 10pm. Gas, snacks, etc.
4. The Logger Bar – Across the street toward the left. Drinks & chips.
5. Jewell Distillery – 120 Monda Way, Unit C / Gins, Moon Shines, Brandies, and Spirits / 1-6PM on Saturdays or by Appointment
6. Blue Lake Grange – Half a block from Dell’Arte, towards the right. 2nd Sunday of each month, pancake breakfast \$4 - 8:30am to noon
7. E & O Lanes (bowling) & Bar – 1417 Glendale Dr, (707) 825-9160

NECESSITIES

1. Gas – Patriot Gas station on Blue Lake Blvd.
The Blue Lake Casino/Gas Station (see above)
2. Post Office – Across the street and down the block from D’A, 1st and H St.
3. Laundromat – 4 blocks from D’A, Blue Lake Blvd. and I Street
4. FAX – Dell’Arte’s fax # is 707-668-5665. There is a fee to send or receive faxes.
5. Police – Humboldt Co. Sheriff Blue Lake substation. Located in the City Hall Building. (707) 668-5895
6. Library – County library located in the City Hall Building.
7. Banks – In Arcata, McKinleyville and Eureka.

GROCERY

1. Murphy’s Groceries – 1 exit West on 299 at Glendale Dr., turn right off off-ramp and left at Glendale. 30 minute walk.
2. Ray’s Food Place: 24-hour supermarket, 5000 Valley W Blvd, Arcata
3. Arcata Co-op – Eight and I St. Arcata 822-5947 – Dell’Arte Sponsor. Excellent selection of natural food, local fruits and vegetables; bakery, juice bar, bakery, bulk foods.
4. Wildberries Marketplace – 747 13th St. Arcata 822-0095. They have it all! Groceries, deli, Ramone’s Bakery, juice bar, salad bar.
5. Safeway – 600 F St. Arcata 822-5217 - Traditional grocery store.
6. Eureka Natural Foods - 1626 Broadway 442-6325. They are less expensive than the Co-Op and their produce is superb. Located in Eureka, follow 101 south, it’s on the right.
7. Eureka Natural Foods, Mckinleyville – 2165 Central Ave, Mckinleyville, CA. Same store as in Eureka, but in a new location!
8. Winco – 636 W Harris, Eureka - Low-priced, 24 hour, employee owned. Buy in bulk and for low prices.

9. Costco – 1006 Wabash Ave, Eureka, CA.

REST AND RELAXATION

1. Swimming in the Mad River – from Dell’Arte’s front door, turn right and continue past the Grange, and over the bridge. Great swimming spots on either side of the road there.
2. The Finnish Country Hot Tubs & Saunas (Café Mokka) - 5th and J St. 822-2228 - Private tubs and saunas, plus a quaint café. Call for reservations.
3. The Arcata Community Pool – 1150 16th St. 822-6801 - Lap and recreational swimming, outdoor jacuzzi, weight room. Call for seasonal hours.
4. The Arcata Marsh Bird Sanctuary – Look for signs near G and I St. and Samoa Blvd. that say “Coastal Access”. This huge marsh project is an innovative wastewater treatment center leading into Humboldt Bay. There are many trails and picnic areas and dozens of species of ducks, birds and waterfowl live or pass through there. A wonderful place to spend the sunset. A one-minute walk from downtown Arcata.
5. Redwood Park – Entrance is located near 14th St. and A St. Miles of peaceful hiking and biking trails alongside one of nature’s most majestic creations. There are also grassy areas for picnicking and Frisbee playing.
6. Beaches* – Mad River Beach – Located off Janes Road (Giuntoli exit) - Nearby, but often windy.

Moonstone Beach – Exit off 101 North. Not as close, but less windy.

Clam Beach – Exit off 101 North (It’s the ocean you see to the left after you pass the airport. Exit is to the right.) Also windy.

*Swimming in the ocean at Northern California beaches without a board and wet suit is extremely dangerous due to freezing cold temperatures and strong currents.

Local Medical Resources

The services listed here are offered as an initial reference. Dell’Arte does not have any contracts or agreements with these resources.

For any emergency service: fire, police, or ambulance, call 911. One can also call the Humboldt County Sheriff’s office 24-hour line (707) 445-7251.

The Open Door Clinic takes all insurance except for Kaiser. The Clinic is not always accepting new patients, so it is important call ahead. If someone’s situation is urgent they can call to make an appointment with the triage nurse. Depending on the situation, it is possible to get an appointment on the same day or the next day. If someone is an established patient, and they call before 8 am, same day appointments may be available. The Open Door Clinic has a sliding scale fee for patients without insurance. For more information, including dental, go to:

<http://www.opendoorhealth.com/humboldt.php>. The Open Door Clinic’s branches are:

Humboldt Open Door Clinic

770 10th St. Arcata (707) 826-8610

Monday - Friday: 8am - 5pm^[SEP], Saturday: 9am - 1pm

Eureka Community Health Center^[SEP]

2412 Buhne Street Eureka, CA 95501 (707) 441-1624
Monday - Friday: 8am - 5pm, Saturdays: 9am - 1pm:

McKinleyville Community Health Center

1644 Central Avenue, Suite F McKinleyville, CA 95519 (707) 839-3068
Monday - Friday: 8am - 5pm

For minor medical care in the evenings or on weekends, or urgent care that is not an emergency:

St. Joseph's Urgent Care Clinic at St. Joseph's Hospital (approx. thirty minute drive from Blue Lake)

2700 Dolber, Eureka

(707) 269 - 3610,

Open seven days a week 8am – 7pm

Charges higher rates than a primary care physician, but less than an emergency room.

Express Care at Mad River Hospital (approx. ten minute drive from Blue Lake)

3800 Janes Road, Arcata

(707) 826-8264 ,

Open seven days a week 1pm -9 pm

Charges higher rates than St. Joseph's Urgent Care.

The Emergency Room at the Mad River Hospital is open 24 hours. (707) 826-8264

The Emergency Department at St. Joseph's Hospital is open 24 hours. (707) 269-4250

Gynecological, Reproductive, and Sexual Health:

Planned Parenthood Northern California

Eureka Health Center

3225 Timber Fall Court, Eureka

(707) 442-5700

Monday & Thursday 10am – 6:30pm

Tuesday 12:30pm-7pm

Wednesday 9am – 5:30pm

Friday 8:30am – 5:00pm

Saturday 7:45am – 1:00pm

Closed Sun

Planned Parenthood provides treatment on a sliding scale, low cost/free exams, STD/AIDs testing, birth control, and other information and services. For more information, call or visit www.PlannedParenthood.org

In California, women, men, and teens who are able to become pregnant or cause a pregnancy can get Family PACT services if they are low-income California residents. If someone qualifies for Family PACT, they can enroll in this program during their first visit to Planned Parenthood. The program enables access to reproductive health resources at little or no cost if someone is uninsured. Inquire at the Planned Parenthood desk for details.

Local Mental Health Resources

This list was last updated in July of 2018, and is concise list of mental health professionals for Dell'Arte students. This is not a complete list, however; you may visit the [North Coast Association of Mental Health Professionals website](#) for a complete list and filter search engine of mental health professionals in Humboldt County. Important note: it is possible that providers on this list may not be available immediately or able to provide service. Please contact providers for further information.

Barbara Anderson, MA, LMFT (Lic. #MFT 27649)

Professional experience is broad-based, covering most populations and treatment issues with a specialty in trauma resolution.

Availability: Immediately

Theoretical Orientation: Cognitive Behavioral

Other Insurance: Anthem, Blue Shield, IPA, MHN,UBH, Magellan, Victim Assistance, Beacon/Partnership & others

Primary Address (Mailing)

940 Main St.

Fortuna, CA 95540

Phone: 707-725-6864

Voice Mail:707-725-6864

April Jones, MA, LMFT (Lic. #LMFT31087)

I believe people can change their minds about themselves and families can heal each other. I emphasize Cultural/Family Systems, Developmental Psychology, Communication Theory (Satir), and Eye Movement Desensitization and Reprocessing (EMDR) in my practice.

Availability: Immediately

Theoretical Orientation: Cultural/Family Systems, Developmental, EMDR

Other Insurance: IPA, Victim Witness, various insurances

Home Visits: limited

Primary Address (Mailing)

665 F St. Ste C

Arcata, CA 95521

Phone: 707-826-0879

Fax: same

Voice Mail: same

Preferred Treatments

PTSD/Trauma

Adjustment Disorders

Anxiety Disorders/Phobias

Grief/Loss

Peak Performance

Advanced Clinical T

Family Systems Ther

EMDR

Cross Cultural

Alicia Laguna, MA, LMFT (Lic. #23018)

My 25-year counseling career has prepared me to work effectively with people from various walks of life. As a therapist, a main goal is to teach people skills needed to increase feelings of independence and empowerment.

Availability: Immediately

Email: alicialaguna@sbcglobal.net

Website: <http://www.alicialagunatherapy.com>

Theoretical Orientation: Eclectic: Humanistic, Strength Based, Feminist, Family Systems, Psychodynamic

Primary Address (Mailing)

801 Crescent Way, #3

Arcata, CA 95521

Phone: (707) 845-7101

Voice Mail:(707) 845-7101

Lewis Quinby, MSW, LCSW (Lic.#LMFT6150, LCSW4120)

47 years as a therapist

30,000+ hours group therapy

Availability: Immediately

Website: <http://TA-TUTOR.COM>

Theoretical Orientation: Transactional Analysis; Gestalt; Psychodynamic

Primary Address (Mailing)

1671 Myrtle Ave.

Eureka, CA 95501

Phone: 707-443-3637

Jen Briar-Bonpane, MSW, LCSW (Lic. #LCSW25914)

Our body's systems are complex and completely interdependent. When one part of the system is out of balance, our health is affected. Mental health symptoms can be a clue that something deeper is going on. Having worked in mental health for twenty years, I have seen the immense benefits of multiple methods of talk therapy. I also know that talk therapy, by itself, is often not enough.

Our bodies are wired for healing. Life sends us lots of experiences that can get in the way of this powerful and innate process. I work with individuals to identify and address barriers to healing. I draw on multiple therapeutic approaches including cognitive behavioral, narrative, DBT, solution focused, and mindfulness. I also incorporate holistic nutrition, lifestyle coaching, functional health approaches, yoga, EFT, and reiki to support integrated healing.

Availability: Within 2 Weeks

Address (Mailing)

801 Crescent Way, Suite 3

Arcata, CA 95521

Phone: 707-599-0310

Fax: 707-822-3999

Preferred Treatments

Anxiety Disorders/Phobias

Adjustment Disorders

Stress Management

PTSD/Trauma

Advanced Clinical Training

Trauma Treatment

Cognitive-Behavioral

Therapy

Dialectical Behavior Therapy

Narrative Therapy

Other

Margaret Clarstrom, MS, LMFT (Lic. #LMFT 42423)

I work with adults and children who are having problems with depression, anxiety and panic.

I provide marriage counseling using the Prepare Enrich program.

My experience includes clients with PTSD, relationship issues and children of divorce.

Availability: Within 2 Weeks

Theoretical Orientation: Cognitive-Behavioral

Other Insurance: Blue Shield, Victim Witness, RCRC, Medi-Cal

Primary Address (Mailing)

1125 16th St suite 207

Arcata, CA 95521

Phone: 707-826-0921

Fax: 707 826 0554

Voice Mail: 707-826-0921

Preferred Treatments

Adjustment Disorders

Parent/Child Conflicts

Adoption Issues

Marital Discord

Stress Management

Advanced Clinical Training

Cognitive-Behavioral Therapy

Lori Davidoff, MA, LMFT (Lic. #105920)

I offer an integrated approach to psychotherapy that explores the impact of one's past experiences on their present thoughts, feelings & behaviors. With heightened awareness, we can work collaboratively to shift maladaptive patterns and work towards greater sense of personal, relational & professional satisfaction.

Availability: Within 2 Weeks

Email: lorldavidoffmft@gmail.com

Website: <http://lorldavidoff.com>

Theoretical Orientation: Attachment based therapy, Cognitive Behavioral therapy (CBT), Mindfulness, Relational Therapy, Psychodynamic approach

Address

822 G. Street Suite 6

Arcata, Ca 95521

Phone: (707) 840-5290

Voice Mail:(707) 840-5290

Preferred Treatments

Adjustment Disorders

Assertiveness

Anxiety Disorders/Phobias

Depression

PTSD/Trauma

Advanced Clinical Training

Body-Centered Therapy

Cognitive-Behavioral

Therapy

Cross Cultural

Solution-Focused Therapy

Financial Literacy Resources

Dell'Arte International School of Physical Theatre encourages student borrowers of Federal Financial Aid to develop skills in financial literacy in order to make educated decisions about borrowing and repaying student loans, personal budgeting, etc. The following links are free online financial literacy resources:

YouCanDealWithIt.org

AnnualCreditReport.com

360FinancialLiteracy.com

EducationCents.org

MappingYourFuture.org

TheMoneyClubHouse.com

Mint.com

CashCourse.org

Spendster.org

CheapScholar.org

JumpStart.org

FeedThePig.org

MyNextMove.org

Consumer Information - Gainful Employment Disclosures

The following data, from the 2014-15 academic year and other sources, is presented in accordance with the US Department of Education's Gainful Employment Guidelines for non-degree granting programs.

1 year Certificate Professional Training Program (PTP)
Classification of Instructional Program (CIP) Code: 500501

Number of students who graduated:	24
% of Students who graduated on time:	100%
Program Level:	Undergraduate certificate
Program Length:	1 year
Tuition and fees:	\$12,550
Books and supplies:	\$0
On-campus room and board:	\$0*

What financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans?

Median Federal Loan Debt:	\$9,288**
Median Private loans:	\$0
Median Institutional loan debt:	\$0

29% of the program graduates used loans to help finance their cost for this program

**Dell'Arte does not have on-campus housing. The average cost of rent and food spent by students living in Blue Lake area are based on estimates of \$8,440*

***Of the 24 students that completed Dell'Arte PTP, 7 borrowed student loans. These 7 borrowed an average of \$9,288 in Direct Loans. No students borrowed Institutional Loans and no students borrowed private loans.*

United States Department of Labor's Standard Occupational Classifications

PTP

Art, Drama, and Music Teachers, Postsecondary
Actors
Producers
Directors- Stage, Motion Pictures, Television, and Radio
Program Directors
Entertainers and Performers, Sports and Related Workers, All Other

AEP

Art, Drama, and Music Teachers, Postsecondary
Actors
Producers
Directors- Stage, Motion Pictures, Television, and Radio
Program Directors
Entertainers and Performers, Sports and Related Workers, All Other

MFA

Art, Drama, and Music Teachers, Postsecondary
Craft Artists
Fine Artists, Including Painters, Sculptors, and Illustrators
Artists and Related Workers, All Other
Photographers

Student Rights & Responsibilities

You have the right to ask the school:

- the cost to attend and the school's refund policy;
- how the school determines whether you are making satisfactory academic progress, and the results of not meeting these standards;
- what financial help is available, including information on federal, state, and school financial aid programs;
- what the deadlines are for submitting applications for each of the financial aid programs available;
- the method and frequency of financial aid disbursements;
-

You have the responsibility to:

- review and consider all information about a school's program before enrolling;
- be aware of your ability to pay any charges based on your available financial aid and personal resources;
- review and understand the terms and conditions of your financial aid award.
- complete all requirements accurately, in a timely manner, and by the appropriate deadlines.
- fill out the FAFSA application completely and accurately. If selected for verification you will provide all requested documents in a timely manner, and ensure that all submitted materials are complete and accurate. Falsification of information on application forms for

federal financial assistance is considered a violation of law and a criminal offense subject to penalties.

- Read, understand, and keep copies of all forms that you are asked to submit or sign, realizing that you are legally responsible for all agreements that you sign.
- know and comply with all policies and procedures of Dell'Arte.
- compare your anticipated monthly student loan payment and other expenses, to your expected take-home pay after graduation;
- respond promptly and return all requested additional documentation, verification, corrections, and/or new information to Dell'Arte or the appropriate agency;
- if you have loans, notify the school and the lender(s) of changes in your name, permanent mailing address, marital or enrollment status;
- repay your student loans, even if you don't complete your education;
- file for a deferment or forbearance, or change repayment plans, if you are at risk of default;
- complete entrance counseling before you receive your first loan disbursement - and exit counseling before you leave school.

Recommended Reading List

The Theatre and Its Double Antonin Artaud; *Reflections on the Theatre* Jean-Louis Barrault; *Copeau: Texts on Theatre* Jacques Copeau; *Theatre: The Rediscovery of Style* Michel Saint-Denis; *Training for the Theatre* Michel Saint Denis; *The Life of the Drama* Eric Bentley; *The Dramatic Imagination* Robert Edmond Jones; *The Moving Body* Jacques Lecoq; *Impossible Theatre* Federico Garcia Lorca (trans. Caridad Svich); *In Search of Duende* Federico Garcia Lorca; *To the Actor* Michael Chekhov; *On Mime* Angna Enters; *Towards a Poor Theatre* Jerzy Grotowski; *The Tricks of the Trade* Dario Fo; *The Second Circle* Patsy Rodenburg; *The Empty Space* Peter Brook; *The Viewpoints Book* Anne Bogart and Tina Landau

Theatre History:

The Seven Ages of the Theatre Richard Southern; *Approaches to Acting: Past and Present* Daniel Meyer-Dinkgrafe; *The Director and the Stage: From Naturalism to Grotowski* Edward Braun; *The Secret Art of the Performer: A Dictionary of Theatre Anthropology* Eugenio Barba and Nicola Savarese; *Eleonora Duse: The Mystic in the Theatre* Eva La Galienne; *Memories for Tomorrow: The Memoirs of Jean-Louis Barrault*; *Jacques Copeau (Directors in Perspective)* John Rudlin; *A History of African-American Theatre* James V. Hatch; *Antonin Artaud: Man of Vision* Bettina L. Knapp; *Poetic Drama: An Anthology in Verse* Alfred Kreymborg (Introduction: "The Story of Poetic Drama"); *Clowns* John Towsen; *Durov's Pig: Clowns, Politics and Theatre* Joel Schechter; *Lorca: Living in the Theatre* Gwynne Edwards; *The Italian Comedy* Pierre Louis Duchartre; *The Fool: His Social and Literary History* Enid Welsford

Art and Writing:

The Art Spirit Robert Henri; *The Natural Way to Draw* Kimon Nicolaides; *The Art of Dramatic Writing* Lajos Egri; *The Thirty-Six Dramatic Situations* Georges Polti; *Backwards and Forwards: A Technical Manual for Reading Plays* David Ball; *Writing Without Teachers* Peter Elbow; *Metaphor* Terence Hawkes; *Poetics* Aristotle; *Three Uses of the Knife* David Mamet; *Writing Down the Bones* Natalie Goldberg; *Poetry and the Common Life* M.L. Rosenthal; *Centering in Pottery, Poetry and the Person* M.C. Richards; *Mystery and Manners* Flannery O'Connor; *Letters to a Young Poet* Rainer Maria Rilke; *The Letters of Vincent Van Gogh* ed. Mark Roskill

The Spiritual Life:

The Power of Myth Joseph Campbell; *The Inner Reaches of Outer Space* Joseph Campbell; *Thomas Merton: Essential Writings* Thomas Merton; *A Little Book on the Human Shadow* Robert Bly; *The Cloud of Unknowing* Anonymous; *Care of the Soul* Thomas Moore; *Beyond Geography: The Western Spirit Against the Wilderness* Frederick Turner; *Angelic Mistakes: The Art of Thomas Merton* Roger Lipsey; *The Study of Man* Michael Polanyi; *Origins of the Sacred* Dudley Young; *The Spell of the Sensuous* David Abram

Movement and Voice:

Sensing, Feeling and Action Bonnie Bainbridge Cohen; *A Sound Education* R. Murray Schafer; *Freeing the Natural Voice* Kristin Linklater; *The Actor Speaks* Patsy Rodenburg; *The Actor and the Alexander Technique* Kelly McEvenue; *Body Learning* Michael Gelb

Dell'Arte Sponsors

Dell'Arte thanks our generous sponsors, and we invite you to as well!

ALMQUIST LUMBER
ARCATA PLAYHOUSE
BLUE LAKE MUSEUM
BLUE LAKE CHAMBER OF COMMERCE
BLUE LAKE OLD CROWS
BRIO BREADWORKS
CHUMAYO SPA
COAST CENTRAL CREDIT UNION
COMFORT OF HOME CATERING
GOOD RELATIONS
HARPER MOTORS
HEALTH SPORT
HUMBOLDT CREATIVE ALLIANCE
HUMBOLDT BAY COFFEE
JAPHY'S
JEWELL DISTILLERY
KEET-PBS TV
KSHU-FM
KIEM-TV
LOGGER BAR
LOS BAGELS
LOST COAST COMMUNICATIONS
MAD RIVER BREWING COMPANY
MAD RIVER GRANGE
MAD RIVER UNION
NORTH COAST CO-OP
NORTH COAST JOURNAL
PACIFIC GAS AND ELECTRIC COMPANY
PIERSON BUILDING SUPPLY
RAMONES BAKERY & CAFE
REMAX HUMBOLDT REALTY
RUNAWAY KITE FILM SERVICES
SJAAK'S ORGANIC CHOCOLATES
STARDOUGH'S CAFE
THE ALIBI
THE SUN VALLEY GROUP
THREADBARE DANCEWEAR
VICTORY SIGNS
WILDBERRIES MARKETPLACE

VII. FORMS

Directory Information Opt-Out

DELL'ARTE INTERNATIONAL SCHOOL OF PHYSICAL THEATRE Withdrawal of Consent to Disclose Directory Information Form

Legal Name (printed): _____

I request the withholding of the following personally-identifiable information identified as Directory Information by Dell'Arte International. I understand that upon submission of this Form, the information checked cannot be released to third parties without my written consent or unless the School is required by law or permitted under FERPA to release such information without my prior written consent; and that the checked directory information will not otherwise be released from the time the School receives my Form until my opt-out request is rescinded. I further understand that if directory information is released prior to the School receiving my opt-out request, the School may not be able to stop the disclosure of my directory information. I understand that I may request and challenge how my directory information is used by contacting the School Administrator in writing. I understand that if I want to rescind the my opt-out request, I can do so by appearing before the School Administrator in person.

____ CHECK HERE TO OPT OUT OF ALL DIRECTORY INFORMATION IDENTIFIED BELOW

OR

CHECK THE INDIVIDUAL BOXES BELOW TO SELECTIVELY OPT OUT OF INFORMATION SHARING (*you will "opt out" of any information by which you put a check*)

- ____ Name
- ____ Telephone
- ____ Email
- ____ Citizenship
- ____ Student Identified Country of Origin
- ____ Gender
- ____ Program Enrolled
- ____ Student ID Number
- ____ Student Class Schedules
- ____ Enrollment Status/Dates of Attendance
- ____ Photograph/video/audio recording used for school marketing and promotional purposes
- ____ Student Job Description and Responsibilities
- ____ Student Front of House Schedules
- ____ Degrees and Certificates Conferred
- ____ Ensemble Research Papers, completed in the 3rd year MFA/AEP

SIGNATURE: _____

DATE: _____

This form must be submitted in person or via email (ferpa@dellarte.com) to the FERPA Administrator in order for your opt-out to be considered active.

Student Complaint Form

DELL'ARTE INTERNATIONAL SCHOOL OF PHYSICAL THEATRE STUDENT COMPLAINT FORM

PROCEDURE

If a complaint is not resolved to a student's satisfaction in an informal manner, the student may use this form to file a formal written complaint with the School Director. The School Director will then bring the student's concern to HUB (the governing committee of Dell'Arte) for investigation and determining an appropriate course of action. The institution, through HUB, shall, within ten calendar (10) days of receiving the written complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the response shall include the reason for the rejection.

Name: _____

Date: _____

Nature of complaint and, if applicable, your desired resolution: (if necessary, continue on the back of sheet)

If you have any complaints, problems, or questions that you cannot resolve with the school, write or call:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
P (916) 431-6959 F (916) 263-1897
www.bppe.ca.gov

Notice of Cancellation

First Day of Instruction: October 1, 2018

Students have the right to cancel their enrollment agreement at any time without any penalty or obligation and receive a refund for the part of the course not taken. To cancel the contract with the school, mail, email, or deliver a signed and dated copy of this Notice of Cancellation to:

Lauren Wilson
lauren@dellarte.com

Attn: School Director
Dell'Arte International School of Physical Theatre
P.O. Box 816
Blue Lake, CA 95525

If the Notice of Cancellation is dated on or prior to the First Day of Instruction, 100% of the amount paid, less a registration fee of \$100, will be refunded. Any refunds due will be made by the school within thirty (30) days of the date on the Notice of Cancellation.

After the first day of instruction, and until 75% of the course has been completed, tuition refunds are pro rated based upon the formula outlined under the "Refund Policy," published both on the Dell'Arte Enrollment Agreement and in the Student Catalog and Handbook.

I hereby cancel my contract with the Dell'Arte International School of Physical Theatre.

Date: _____

Student Name (please print) _____

Student Signature _____

Forwarding Address: _____

REMEMBER, YOU MUST SUBMIT YOUR CANCELLATION IN WRITING. YOU DO NOT HAVE THE RIGHT TO CANCEL BY TELEPHONE OR NOT ATTENDING CLASSES.

Accident Waiver and Release of Liability Form
Dell'Arte Inc.

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH DELL'ARTE INC. (hereafter called "activity"), including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in this activity, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity in which I may participate, and that it will govern my actions and responsibilities at said activity.

In consideration of my application and permitting me to participate in this activity, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, THE FOLLOWING ENTITIES OR PERSONS: Dell'Arte, Inc. and/ or their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers;

(B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise.

I acknowledge that Dell'Arte, Inc. and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf.

I acknowledge that this activity may involve a test of a person's physical and mental limits and carries with it the potential for death, serious injury, and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, lack of hydration, and actions of other people including, but not limited to, participants, volunteers, monitors, and/or producers of the activity. These risks are not only inherent to participants, but are also present for volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity.

I understand while participating in this activity, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the activity holders, producers, sponsors, organizers, and assigns.

The Accident Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I certify that I have read this document and I fully understand its content. I am aware that this is a release of liability and a contract and I sign it of my own free will.

Participant's Signature	Date	Participant's Name <i>(Please print legibly.)</i>	Age
Parent/Guardian Signature	Date		
<i>(If under 18 years old, Parent or Guardian must also sign.)</i>			

Health Questionnaire

CONFIDENTIAL

Dell'Arte International School of Physical Theatre

Name _____

PART 1: MEDICAL HISTORY

Do you have any family history of:

Cancer Yes _____ No _____
Diabetes Yes _____ No _____
Tuberculosis Yes _____ No _____
Blood Disease Yes _____ No _____

Other (What) _____

Are you allergic to:

Penicillin Yes _____ No _____
Sulfa Yes _____ No _____
Tetanus Yes _____ No _____
Bee Stings Yes _____ No _____

Other (What) _____

Do you have any personal history of:

Surgery or major illness? Yes ___ No ___

Hospitalization? Yes ___ No ___

Major Fractures? Yes ___ No ___

Depression or Anxiety Disorders? Yes ___ No ___

Borderline Personality Disorder? Yes ___ No ___

Post-Traumatic Stress Disorder? Yes ___ No ___

Manic Depression? Yes ___ No ___

Addiction or Substance Abuse? Yes ___ No ___

Do you have any chronic medical condition such as hypertension, ulcers, epilepsy, diabetes, etc.?
Yes ___ No ___

Do you have dyslexia or any other learning disability? Yes ___ No ___

List any medications taken regularly, including those for depression, asthma, anxiety, etc., especially those that would be significant to medical personnel*:

*We strongly urge you to not change your medication while you are here unless advised to do so by a physician.

List any parts of your body that regularly give you pain in active physical work:

Is there any reason you cannot work in bare feet?

List any part of your body that you know to be weak:

Is there anything else that we should know about your health in relation to participating in a strenuous physical program?

Part II: Health Management Plan

If you answered “yes” to a personal history of any major illness or injury, or any physical health or mental health condition which could possibly impact your training at Dell’Arte, please attach a page outlining your plan for management of this health issue while you are in school. This plan may include support from physicians or mental health care providers, medications, a physical therapy regimen, self-care practices, etc.

Dell’Arte does not intend to monitor your health care. However, we do require students to have a pro-active plan for managing any physical or mental health conditions which could potentially impact their participation in training activities.

Part III: Contacts and Signature

Emergency Contact:

Name _____ Phone _____

Address _____

Email _____

Health Insurance Details (if applicable):

By my signature below, I verify that the information I provided on and in connection with this form is true, accurate, and complete. I understand that any false statements or omissions on this form may be grounds for dismissal from Dell'Arte.

Signature of PTP Student _____ Date _____

Signature of MFA Year 1 Student _____ Date _____

Signature of MFA Year 2 Student _____ Date _____

Signature of AEP Year 1 Student _____ Date _____

Signature of MFA Year 3 Student _____ Date _____

Signature of AEP Year 2 Student _____ Date _____

Non-Disclosure and Confidentiality Agreement for Students in Crisis: Alternative Emergency Contact Information

(Note: Please fill out this form only if it is applicable to you.)

Dell'Arte International School of Physical & Ensemble Based Theatre acknowledges that there are unique cases in which students may not wish to have any personal information given to their legal parents or guardians regarding the state of their welfare in an emergency situation, including but not limited to:

- Hospitalization
- Traumatic physical/mental injury in which the student is incapacitated
- Perilous circumstances under which the student is in immediate and definite danger
- Or life threatening circumstances or situations in which the student is incapacitated

In such cases, Dell'Arte requires the student to provide alternative emergency contact information and sign an agreement of non-disclosure that absolves Dell'Arte in the event that said student's legal parents or guardians seek to hold Dell'Arte legally responsible for any damage or harm resulting in the student's crisis or emergency situation.

By signing this form the student agrees that Dell'Arte under no circumstances shall contact the student's legal parents or guardians in a crisis or emergency as stated above, and that the student has provided truthful and reliable alternative emergency contact information should Dell'Arte need to notify the contact.

Student Name: _____ Date of Birth: _____
 _____ / _____ / _____

Signature: _____ Date: _____
 _____ / _____ / _____

Emergency Contact #1:

<u>Name:</u>	<u>Relationship to Student:</u>	<u>Home Phone:</u>
		<u>Work Phone:</u>
<u>Address:</u>		<u>Email:</u>

Emergency Contact #2:

<u>Name:</u>	<u>Relationship to Student:</u>	<u>Home Phone:</u>
		<u>Work Phone:</u>
<u>Address:</u>		<u>Email:</u>

Receipt of Student Handbook

Dell' Arte International School of Physical Theatre
131 H Street
P.O. Box 816
Blue Lake, CA 95525-0816
(707) 668 - 5663
www.dellarte.com

The Dell'Arte Student Handbook is effective 1 October 2018 – 30 September 2019.

I have read and agree to the policies in this handbook.

Signed _____ Printed Name _____

Date _____

Handbook Last Updated: 2/15/2019